TRANSECTS COMMUNICATIONS PROTOCOL/POLICY

Communication Guidelines

TRANSECTS promotes respectful and positive communication both in-person and online. Effective verbal and non-verbal communication support successful collaboration when working with others. Some strategies include listening when others speak, speaking slowly if necessary, and use affirming responses. *TRANSECTS* requires that all online communication within the program follows the University of Saskatchewan's Netiquette for Instructors and Students, with four guiding principles: Be Kind, Be Mindful, Check Before You Share, and Respect Copyright[1]. The guidelines with detailed information and examples for each principle can be found **here**.

Communication Channels

Standardized internal communication streams forming the *TRANSECTS* Resource Platform (TARP):

AUDIENCE	PURPOSE	PLATFORM
Team Members and beyond	General day-to-day team communications	Email
Team Members only	Administrative file sharing, organization, and storage	Microsoft Teams
Internal	File backup	OneDrive
Team Members and beyond	Video conference	Zoom or Teams
Students	Courses	Canvas

Use of Imagery: Logos, Photos, and Videos

The *TRANSECTS* logo should be used with documents, materials, or activities associated with *TRANSECTS*. Anything with a *TRANSECTS* logo that is produced on behalf of, or in partnership with, *TRANSECTS* must use the correct, current logo. Prior to sharing, posting, or publishing any photos or videos, all individuals must sign a Consent and Release Form (Appendix F) or provide verbal consent with a witness. *TRANSECTS* will prohibit incorrectly marked or branded materials from being distributed, as well as any materials that include photos and/or videos shared without receiving written or verbal permission prior to distribution.

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[1] See University of Saskatchewan, *"Netiquette for USask Instructors and Students,"* https://teaching.usask.ca/documents/gmctl/netiquette-usask-detailed-270720.pdf

Authorship: Credit for Publications, Media Interviews, Social Media, and Student Work

Work published or released on behalf of, or in collaboration with, *TRANSECTS* and/or members of *TRANSECTS* must include the *TRANSECTS* name, logo, and website link. Please consider following the *TRANSECTS* branding guidelines when possible. This work must include a standard funding statement to acknowledge the SSHRC support received by TRANSECTS. For information about acknowledging Social Sciences and Humanities Research Council (SSHRC) support, visit their **website***.* In written formats, you must use one of the following messages:

"This [output] draws on research supported by the Social Sciences and Humanities Research Council*."*

Or

"[*TRANSECTS*] is supported in part by funding from the Social Sciences and Humanities Research Council."

When publishing articles, *TRANSECTS* encourages collaboration and the inclusion of co-authors. Contributors who do not meet the journal's criteria for authorship should be listed in the Acknowledgements section or in the Contribution Statement. Please refer to the authorship requirements of the relevant journal.

Students and *TRANSECTS* members will be asked to openly license their work where possible. In the case where open licencing was not pursued or granted, all student work produced on behalf of TRANSECTS or during *TRANSECTS* activities is owned by the students. They can give permission for its use by *TRANSECTS* and/or the Biosphere Region and the terms of that use.