

Steps in the process at a news organisation	How that might translate into a human / AI process in any organisation	Notes
A news article is written by a reporter (who may have interviewed people, or attended an event or meeting, or have done research, or all three) They will also add any links to online sources they consulted.	A piece of content is written by a human (in the same way as a news article is written), with links to sources <u>OR</u> A human prompts an AI tool to produce a piece of content, asking it to cite its sources for facts in the story Possible status: Writer	Classification: At this point in the process, the relative importance of the document needs to be decided. Government policy document? It needs all the stages. Thought leadership by the CEO? It needs all the stages. Short internal memo about upcoming staff party – maybe just the writer and a colleague.
The article is sent to the newsdesk, who edit the story for grammar and clarity and check the facts back with the reporter. If the article is unsatisfactory in some way, it gets sent back to the reporter for rewriting.	A different human edits the content for clarity and checks all the links given by the AI tool or the human who wrote it. If the article is unsatisfactory in some way, it gets sent back to the AI tool with prompts to rewrite or change things. Or it goes back to the human writer. Possible status: First edit	The different human could be a colleague, or a manager. Either way, the person knows they must manually check all links (that is, they search for them or click on them). If the report was sent back to the writer, it will go back to this person for a second check.
Once a story has been “desked” it gets sent to sub-editors (“subs” or the subs room), who edit it again, checking for inconsistencies, grammar issues and known factual problems. If there’s time, links will be checked again.	At this point, if needed, the article could be sent to an outside editor or proofreader, who will check for inconsistencies, grammar issues and known factual problems. This person will also check all the links. It’s possible to use an AI tool for this second edit, with very careful and detailed prompting. The output would still need to be read by a human, keeping an eye out for any links that may have been added or changed Possible status: Second edit	

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In traditional journalism, there is a stage called revise, or final eye. A senior staffer gives the article a once-over, checking for errors and consistency. Accountability for errors in news reports sits with the editor of a publication (they carry the legal can).	A human staff member needs to have a last look and decide if the content is ready to be published. Possible status: Third edit, which then becomes Published.	The accountability for errors in an article must sit with one person or department; it cannot be shunted on to an AI tool. That accountability needs to be part of the KPIs of a particular person's job.