

# AI News That Matters — How Contributions Work

This document describes how the “AI News That Matters” section of the Student AI Hub accepts and reviews contributions from Penn State students and faculty.

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## What This Section Is

“AI News That Matters” is a curated collection of brief summaries about recent developments in artificial intelligence. Each entry describes what happened, explains why it may be relevant to students, and acknowledges what remains uncertain.

The section is maintained by editors from the Applied AI Club. Contributions come from anyone at Penn State with an interest in AI and a @psu.edu email address.

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## How Submissions Work

Contributors read a short guide before submitting. The guide explains what kind of entries fit the section, how to structure a submission, and includes a sample entry for reference.

Submissions are collected through a Google Form. The form asks for:

- The contributor’s name, email, year, and whether they are an Applied AI Club member
- A link to the source article, along with the publication name and date
- The entry itself: a headline, a summary of what happened, why it matters to students, and what to watch next
- How the contributor would like to be credited if published

Responses are stored in a shared Google Sheet that editors can access.

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## How Editors Review Submissions

Editors review incoming submissions and decide how to proceed. Options include:

- Publishing the submission with light edits for clarity
- Drafting a revised version and sending it back to the contributor for review before publishing
- Declining the submission and notifying the contributor with brief feedback

Editors may use AI tools to help with drafting, but final decisions about what to publish are made by people.

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## How Entries Are Published

Approved entries are posted to the Wix blog under the “AI News That Matters” section. Contributors are credited according to their stated preferences.

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## Roles

Role	Description
<b>Contributor</b>	Submits entries via the Google Form
<b>Editor</b>	Reviews submissions, drafts posts, publishes to the site
<b>Lead Editor</b>	Manages the review queue and handles questions

Editors are currently drawn from the Applied AI Club. The specific people in these roles may change over time as leadership transitions.

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## Open Questions

Some operational details have not yet been finalized. These include:

- How often entries will be published (no fixed schedule has been set)
- How many entries per week or month the section will aim for
- How editorial responsibility will transfer when leadership changes
- Whether the process will become more automated over time

These questions will be answered as the section develops and editors learn what works in practice.

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## Tools

Tool	Purpose
Google Form	Collects submissions
Google Sheets	Stores responses
Wix Blog	Publishes entries
AI assistants (optional)	May be used by contributors or editors to help with drafting

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