

procedures



Get A Story

During Monday's meeting, volunteer for your story for the week. Add your story to the story assignment sheet online.



Interview

During Tuesday's class, interview and get needed quotes and facts. Remember to know the basics before interviewing. Keep your quotes in your quote book or in Dropbox.



Spell Check/Content Check

When you finish your first draft, look for obvious mistakes. Check name spellings and run a spell check.



Section Editor Proof/Corrections

Email the URL link to the section editor for corrections.



Assistant Editor Proof/Corrections

Once the corrections are finished from the section editor, print or email the story to Jesse or Brynnon.



EIC Proof/Corrections

Finally, after corrections from the assistant editor, sit down with the EIC to go over your story.



Adviser Proof/Corrections

Once you have final editor approval, print the story and place in the grey "proofs" folder for an adviser. In the online story assignments list, change your story color to grey.



Posting

Once the story has final corrections, the adviser will send the story to the EIC for posting. If your story doesn't post within two days, email the adviser and EIC to see what happened to the story.

weekly schedule

Monday: *story assignment meeting, update story assignment list*

Tuesday: *interviews, maestro meeting*

Wednesday: *quick lesson, work on stories*

Thursday: *silent Thursday work time, story one-on-one w/adviser*

Friday: *deadline day, final corrections, post stories*

News Story

- ¶1: WWWWWH
- ¶2: Billboard (extra facts)
- ¶3: Power Quote quote/trans/quote

Feature Story

- ¶1: Creative/Paints Picture
- ¶2: WWWWWH
- ¶3: Power Quote quote/trans/quote

Editorial

- ¶1: Background/Stance
- ¶2: Facts to support stance
- ¶3: Apply to another situation/more support
- ¶4: The other side's view
- ¶5: Call to action

Remember

- ▶ Don't start with a, an, the or a date
- ▶ Don't quote facts
- ▶ Quote feelings, emotions, opinions
- ▶ Story must have a character
- ▶ No opinions
- ▶ No quotes in editorials

Words to Avoid

- ▶ is, are, was, were, be, being, been
- ▶ sweat, excited, dream, pumped

STORY CHECKLIST

google docs format

file name:

lastname_story_date

share:

change, access, anyone can edit

paragraphs:

return twice, no indents

save: drag to correct folder