

newspaper 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 spell check. Remove dead words. Read the story out loud to a peer.



Section Editor Proof/Corrections

Change the story to orange on the story assignment list. If it changes to peach, do corrections and change back to orange.



EIC Proof/Corrections

Finally, after corrections from the section editor, the EIC may sit down with you to go over your story. Discuss the story and how to improve.



Adviser Proof/Corrections

Once you have final editor approval, the EIC must have a adviser's initials on the slug before posting. If an adviser needs to approve, change the color to dark blue.



Posting

Once the story is posted or drafted, it's changed to green on the assignment list. Work on your next story. Work ahead!

Getting an Interview

- 1- Email the person you need to interview. Give them an idea of what the story is about.
- 2- Set up an appointment to meet in person or go to their class
- 3- If you have a way to text or use social media, contact them for a face-to-face interview.
- 4- Last resort- Interview over email or social media. This way will rarely get you good quotes.
- 5- Save all interview notes in the quote book.

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

Avoid Bad Verbs

- ▶ is, are, was, were, be, being, been
- ▶ verb to verb

STORY CHECKLIST

googledocsformat

file name:

lastname_story_date

share:

change, access, anyone can edit

paragraphs:

return twice, no indents

link: copy URL to story assignment list