

REPORTERS

Job Description



1. Submit story ideas! Always keep your eyes & ears peeled for your next great story!
2. Get your story assignment.
3. Investigate, research, and get background information on your story. Make sure that you talk to several different people or research several different sources for your story in order to get a well-balanced viewpoint.
4. Write the story to include the most important details at the beginning of your article. Be sure to include the **WHO, WHAT, WHERE, WHEN and WHY's** for your story in your article. Your article should not include your opinions/feelings on the subject, UNLESS it's a movie, game or book review or an Editorial.
5. As you are working on your story, remember to save often! Save your article to your storage space on the school server.
6. Write your story in Microsoft Word, in 12 pt. Times New Roman font, DOUBLE-SPACED.
7. Be sure to include your name at the beginning of your article – example, *Written by (name goes here)*.
8. When your article is completed, save a copy onto a flash drive.
9. Print out a copy of your article, and give your article to an editor.
10. **WAIT** for the editor to finish with your article so you can make final corrections!
11. When you have finished making corrections, reprint your article and have the editor proofread the article one last time. If you need to make further corrections, do so.
12. After corrections are completed, download the article onto a flash drive and print a hard copy of the article. Indicate which flash drive you have downloaded the story onto in the upper right hand corner of the article. Place the article and the flash drive into the LAYOUT BOX.
13. **MOST IMPORTANTLY....HAVE FUN!**