Article:_____

Writer:_____   **Online Category:**_____

First Draft Due:_____   **Online Tags:**_____

Publication Date:_____   _____

Folder to Save to:_____

Volume & Issue No:_____   **Pictures?** ☐ YES ☐ NO   **Loc:**_____

Print-Edition Page:_____   **Pull-quote?** ☐ L ☐ C ☐ R **Loc:**_____

1. Conduct & Transcribe Interviews, if applicable ☐

2. Write first draft of article and save it using the naming scheme: "[Article title] - [draft due date YY/MM/DD]" into the corresponding folder. ☐

3. Write a headline for the article and include the headline in the header of the article's word document. ☐

4. Run preliminary editing measures: ☐

   a) Conduct spell-check in Microsoft Word

   b) Read through the article at least twice and make any corrections

   c) Check common style mistakes such as quote attribution

   d) Make sure paragraph structure is conducive to a newspaper

5. Attach this cover sheet to the front of your printed article and turn into Adviser or Editor after you have made preliminary corrections ☐

6. Advisor and Editor have made their first corrections ☐

7. Input the corrections made by the Adviser and Editor, print and turn in the updated Article to Adviser or Editor. This should be done within one class period unless other arrangements are made with the Adviser. ☐

8. Staff has made their corrections and Editor has compiled & reviewed the corrections. ☐

9. Input the corrections and notify the Adviser or Editor when you have finished. This should be done within one class period unless other arrangements are made with the Adviser. ☐

10. Assistant Editor has confirmed that the article is ready to be published. ☐

11. Post the Article to the website ☐

   a). Sign into bryanhighnorseman.com using your login information

   b). Click 'New Post', and copy and paste the article text as well as the headline into the new post.

   c). Add the appropriate tags and category as designated on this cover sheet, as well as a series if necessary.

   d). Set the proper date for the article's publication as designated on this cover sheet.

   e). Copy and Paste the first, or first few if applicable, paragraphs of the Article into the 'Excerpt' box.

   f). Upload and insert the article's proper pictures. Do not forget to include a caption.

   g.) Insert any pull-quotes into the story, if applicable. Be sure to use the 'HTML' mode for this.

   g). 'Schedule' the post for publication.

12. Turn in this cover sheet to Adviser/Editor immediately after scheduling the article for publication. ☐

13. Editor: Checks online article for accuracy, proper formatting. ☐