

Storyboard:

All staff members contribute at least **5 story ideas** that are relevant, important or interesting. *Is it a story you care about/would want to read? Will it be relevant by the release of the issue?*

Each reporter takes **2-3 stories** and is aware of the section they are writing for (*if you are writing for news be objective, if you are writing for opinion make sure to have an opinion/include others opinions, etc*)

First Edit:

Page editors check stories, make sure reporters have met requirements, point out errors in the writing and suggest changes that need to be made. **Comments must be addressed and done by next edit.**

Requirements- Reporters must have their plan for the story and plan for interviews typed up. Must have who they are going to interview (3 or more), a plan for when they will interview them, five or more questions for each interview and a picture/graphic idea. They must also have tried to contact the people they are planning to interview if the interviewees are not South students. *Make sure your editor can tell what direction you are taking with the story, or what the is point.*

Second Edit: Page editors look over story structure and content, copy editor edits grammar and style of the stories. Editors make suggestions and reporters cannot reject them without discussion with or explanation to editors. **Comments must be addressed and done by next edit.**

Requirements- stories must be in first draft or theoretically printable as a story with both paragraphs and quotes. *Stories do not have to be perfect and may require more depth but a passable draft must be done.*

Third Edit: Page editors look over improved story structure and content, copy editor edits grammar and style of stories. Editors make suggestions and reporters cannot reject them without discussion with or explanation to editors. **Comments must be addressed and done by next edit.**

Requirements- edits from the second edit must be addressed, story includes quotes and paragraphs and is as in depth as possible. A photo or graphic is done.

Final: Editor-in-chief looks over stories and makes final edits. Editors can make direct edits to the stories.

Requirements- Stories are done.

IF STORIES ARE NOT DONE BY THIS EDIT, YOU WILL BE GIVEN AN F FOR THE CURRENT ISSUE.

Extensions: Extensions for an edit can be given if the reporter communicates to their editor ahead of time