

# HOW TO SUBMIT ARTICLES

The following guidelines for copy submission are used at the The Signal to promote ease of copysetting and reduce errors. Consistently ignoring the following guidelines will result in a return of copy for rewrite.

Articles turned in on Tuesdays will be peer copy edited for grammar, style, story organization and content. All copy will be returned to you for revision so that you may benefit from the remarks and corrections and improve your style and submission practices. Rewrites are due by noon on Wednesdays for a grade. All copy will be returned to you for revision during class on Thursdays. If an article needs extensive reworking after the rewrite and the story is an important one, necessary to the newsworthiness of that week's paper, the editor will either refuse to print it or rewrite it and print it without a byline.

## GUIDELINES FOR COPY SUBMISSION

1. Leave a 1-inch margin all the way around your copy. Use **Times or Times New Roman** font, font size 11 or 12, with auto leading. Do not use bold face.
2. **HEADING:** In the upper left-hand corner of the first page of your copy, single-spaced, type:  
Your Name  
Issue Number of Paper  
Date of Submission  
Story Slug (the slug is a one or two word description of the story.)  
*example: STAPLES INTERVIEW*  
Article Length: Use the word count for article's body text  
(do not include heading or headline)
3. **HEADLINE:** Double space and include a headline (see guidelines for headlines included in this manual).
4. Double space the copy text so that there's room for editing marks.
5. No lead paragraph should be more than 35 words in length (see guidelines for writing leads included in this manual).
6. Generally, direct quotes should begin a new paragraph. Your transition into the quote should be the last sentence of the paragraph preceding the quote.

## **GUIDELINES FOR COPY SUBMISSION - CONT.**

### **EXPLAIN YOURSELF IN WRITING IF THERE ARE HOLES IN YOUR SUBMITTED ARTICLE:**

If you are asked to cover a particular point in a story, but for some reason or other cannot, include that information by attaching a note to your article explaining why. PS) There better be a very good reason.

Every article, with the exception of opinion pieces, requires a minimum of two interviews. Most require more than two interviews. Including quotes from your sources are a BIG part of your grade. If you are missing the required interviews, attach a note to the submitted article explaining why and, more importantly, what you intend to do about it. Again, there better be a very good reason such as “the source was out sick, but I have an appointment to interview him first thing in the morning.” Failure on your part to start the interviewing process early enough or to pursue the interview thoroughly enough will not qualify as a valid excuse.

**EXAMPLE OF BAD EXCUSE:** I sent the source an email, but he did not reply.

*(How many times did you call? How many times did you go by the office and/or talk to the secretary to make an appointment? If the source is a professor, did you check out his class schedule and attempt to catch him outside the classroom after class? When did you first attempt to contact your source; did you give him plenty of time to respond?)*

**EXAMPLE OF A GOOD EXCUSE:** The source was not able to meet with me until Monday. I will include the interview in my rewrite.

## RECOMMENDED STORY LENGTHS

Campus News:	15 – 18 column inches
News:	18 – 24 column inches
In-depth News:	24 – 36 column inches
Editorial:	18 – 21 column inches
Commentary:	15 – 21 column inches
Column:	15 – 21 column inches
Entertainment/Life:	15 – 21 column inches
Feature:	15 – 21 column inches
Photo Journal:	15 – 21 column inches
Picture Page:	minimal text, up to 8 inches.

### HOW TO CONVERT COLUMN INCHES INTO A WORD COUNT

There's approximately 100 words per every 3 column inches. Except for a picture page, no article should be less than 12 column inches. The average length for most news articles is 18-20 inches. The average length for most opinion pieces is 18 inches. In-depth articles should not exceed 36 column inches.

8 column inches =	265 words
12 column inches =	400 words
15 column inches =	500 words
18 column inches =	600 words
21 column inches =	700 words
24 column inches =	800 words
36 column inches =	1200 words

EX: If you are given a news article assignment, your word count should be between 600 – 800 words. *Please note that this is for body copy and does not include heading or headline.*