

Copy Editor, please keep this in mind when editing:

PRAISE – put stars next to anything you like and write at least one nice comment on each paper

QUESTIONS – put 3-5 questions at the bottom to add more content or to improve content. Give them ideas of who to interview

Names first reference: full name and title/grade

Ex: Teacher Lisa Swegle Sophomore John Paul

Names further references: last name only

Ex: Swegle Paul

Punctuating quotes:

“Here’s how to punctuate quotes,” teacher Lisa Swegle said.

“Here’s a sandwich quote,” teacher Lisa Swegle said. “Look how cool this works.”

Set up quotes to introduce new speakers. Also, don’t let information be repeated in the setup and quote.

Ex: Teacher Lisa Swegle said she plans to move the Summer Journalism Academy to Harding Middle School. “We have more opportunities available there, so it’s time to make a change,” Swegle said.

Principal Donna Christensen said 80 students have signed up so far. “Journalism rocks,” Christensen said.

Paragraphs: every 1 to 3 sentences. A quote works well in its own paragraph

Leads: The first sentence is the most important in the whole story (and the toughest to write.) Don’t let them start off with a question. Look for an interesting fact or something unique from the story that can be moved up.

Repetition – cross out!

Writer’s opinion in news, feature or sports stories – cross out!

Spelling, grammar errors – read through one last time, just for these