Article Guidelines

❖ Do you have a good lead at the beginning of your article?
A lead gives the most important information about the event/topic and entices a reader to continue reading. It is usually one sentence long and is written at the very beginning of the article.

❖ Does your article content include answers to the 5 W’s and H?
The information in your article should answer the questions: Who? What? When? Where? Why? and How? The article should also allow for readers to understand the story and answer the question: “So what?”
Who: Get the full names of the people involved as well as their title (if they are a faculty member or administrator of the College), class year (student).
What: Get an account of what happened.
When: Note the date and time of the event.
Where: Get the location.
Why: Understand what caused the event or why the event is occurring.
How: Seek more information about what happened. How did it occur?

***Other questions to ponder:
1) What does your reader need to know to understand your story? Include background information.
2) So What? What impact did/will this event have on the participants? What impact could it have on readers? Think big picture.

❖ Does your article have at least 3 quotable sources?
Make sure that you include first and last name when quoting someone. All quotes needs to be attributed to a specific source. We do not print anonymous sources. When referring to the same person later in an article refer to them by last name only.

❖ Is your article written in third-person?
Unless you are writing a review or an editorial you need to write objectively from the third-person. In news and features articles you need to focus on the facts as opposed to opinions.

❖ Is there a photo with your article?
If you write the article you are responsible for finding graphics or taking pictures of the event. If you are unable to do so please be in contact with the Editor-in-Chief.

❖ Is your article ready for submission?
Make sure you have spell-checked your article before posting it. Also, please type articles using a standard font (i.e. Times New Roman).

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Other Things to Remember:

- When quoting and attributing quotes, *said* should be used if someone said something once. If someone always says the same thing, use *says* in present tense.
- Avoid substitutions for *said*, including *laughed* or *choked*. If you wish to convey an emotion, write it this way: “I’m the best singer ever,” she said, laughing.
- Use *according to* when referring to inanimate objects such as a study or police. Use *said* when you attribute to people; *according to* is vague otherwise.
- *While* should only be used to describe simultaneous actions; *although* should be used in most cases.
- For composition titles (movies, books, plays, poems, songs, TV shows, lectures, speeches, works of art) use quotation marks. Do not italicize.