WRITING GUIDELINES

Submitting a Pitch:

❖ In the content log, select which category you think best fits your pitch

  ○ <u>See</u>: Section Descriptions document

  ○ Culture & Community, Opinions, Prose, or Poetry

❖ List a working title for your piece, a short description of your idea, your name, an image cue idea if you have one and your email

❖ Each pitch will be assigned to either Print or Web

❖ You may submit more than one pitch

  ○ Note: maximum of one pitch may be selected for print, additional can be submitted for web.

  ○ Please do not submit more than one pitch if you do not feel prepared to write more than one article

Document Formatting:

❖ Please submit all articles 12pt font, Times New Roman and single spaced.

❖ Article are preferred to be submitted as Google Docs. While we accept articles uploaded as Microsoft Word Docs, please do not submit PDFs

❖ Please upload all documents to the WORKING folder and title like so:

  ➢ NAME_TITLE_ISSUETITLE_D1

  ➢ NAME_TITLE_ISSUETITLE_D2

  ➢ NAME_TITLE_ISSUETITLE_FINAL (Edited Once, Twice, etc, to let each other know how many times it's been edited)

❖ Please do not move articles into the FINAL folder until they are ready to go to print

Style: AP Format:

❖ Use QUOTATIONS for books, songs, television shows, computer games, poems, lectures, speeches and works of art.

  ➢ Ex: The greatest movie of all time, "Shrek," features hit songs like "All Star" by Smash Mouth.

❖ Magazine titles are italicized

  ➢ "I love writing for *The Prattler*."

❖ When referencing a person, use their full name the first time. Use only the person's last name every time after that.

  ➢ "Shrek" features a star-studded cast of voice actors including Mike Myers, Eddie Murphy and Cameron Diaz. You may also recognize Murphy, the voice of Donkey, from Disney's "Mulan."

❖ Dates and ages are written as figures

  ➢ The Killer's debut album, "Hot Fuss," came out June 7, 2003

  ➢ The band's lead singer, Brandon Flowers, was just 23-years old at the time.

❖ Numbers one through ten are spelled out. 11 and beyond are numerical.

  ➢ (one-ten; 11, 195, 1,500, etc...)

❖ Months are always capitalized

❖ Years are written numerically and without apostrophes. Decades are written with an apostrophe before the hundredths place.

  ➢ Ex: The 1980s or the 80s

❖ Money is written numerically and with decimal places when referencing a price.

  ➢ Subway fare is $2.75.

  ➢ A more personal reference to money can still be spelled out. ("He gave me a dollar and shook my hand.")

❖ Write "percent" instead of %

❖ Time is written as follows:

  ➢ Use: The meeting will be held from 8 to 11 a.m. Not: The meeting will be held from 8 a.m. to 11 a.m. Use: Sessions begin at 8:30, 9:30 and 10:30 a.m. Not: Sessions begin at 8:30 a.m., 9:30 a.m. and 10:30 a.m.

General Guidelines:

❖ When writing an article for the website, hyperlink any and all references.

❖ When attributing a quote, use the past tense unless you conducted the interview.

❖ Punctuation comes BEFORE quotations at the beginning of a quote, and INSIDE quotations at the end of a quote or sentence.

    ➢ Ex: 'I said, "Sure, no problem."'

❖ To omit certain text in an abbreviated quote, use ellipses with spaces between the dots, but not between the dots and text.

    ➢ "'We are all, regardless of our roles in life, artists at heart,' she said." WOULD

    BECOME: "'We are all...artists at heart,' she said."

❖ Punctuation falls OUTSIDE parentheses if it falls at the end of a sentence (like this).

❖ Sentences have one space between them. Only one space.

Tips and Tricks:

❖ Be careful with 'it's' and 'its', 'your' and 'you're', and 'there', 'they're', and 'their'.

❖ Be conscious of the point of view you are using! First-person, second-person, or third-person?

❖ Be conscious of the tense you are using. Don't switch from "he drove" to "he drives" unless the time has changed too.

❖ To signify an internal narrative, use italics.

    ➢ ""Good morning," my professor said. *Shit*, I thought. *I forgot my homework.*"

    ➢ Also use for questions.

    ■ "As I sat on the rumbling G train, I thought to myself: *Are we all just gears in*

    the train of life?"

    ■ Note that punctuation following an italicized sentence is not in italics.

❖ Aim for parallel sentence structure.

    ➢ Use: "I love dancing, singing and eating." Not: "I love dancing, singing and to eat."

❖ Monitor your vocabulary and phrases! Avoid repeating adjectives or starting sentences in the same ways. Vary your sentence length and re-read your work frequently for redundancy.

❖ Stay away from filler words like "very" "truly" and "really" unless necessary.

❖ Avoid using multiple, synonymous adjectives at once.

    ➢ Ex: Use: The way he spoke was soothing. Not: The way he spoke was calm and

    soothing.

❖ Watch out for excessive passive voice. With the passive voice, the subject is acted upon by

some other performer of the verb. With the active voice, the subject is something, or it does the action of the verb in the sentence.

➢ Ex: Use: Hannah played the piano. Not: The piano was played by Hannah.