

## Quick hits: Writing Standards – Spring 2020

Welcome to the Globe – we're happy to have you writing for us! The Globe is a weekly publication covering the world of Point Park University. This page is an abbreviated version of the official Globe writing standards. Please use this as a guide as you write your stories and contact your section editor or the Editor-in-Chief with questions or concerns.

- Pitch meetings are held **every Monday at 2:40 p.m. in the CMI Newsroom.**
- **Deadlines are Fridays at 6 p.m.** unless otherwise noted by an editor
- All stories must contain a **minimum of 500 words** unless otherwise noted by an editor
- All stories **must contain at least three live sources.** Live sources are interviews that are conducted in person or by phone. (OPINIONS IS AN EXCEPTION)
- All stories are expected to have an accompanying photo/graphic
- **No email, text, or instant message interviews will be permitted**
- Please write a **potential headline** that may be used with your story.
- Please include the following information at the top of each story:
  - Year, major, phone number, story section and Point Park email address.
- At the end of your story, please include a source list – see full writing standards
- If proof of the use of a friend, roommate, teammate, significant other or professor that you've had for class is found, that source will be removed from your story, potentially making it ineligible for publication. This is a **conflict of interest.** Likewise, you are not permitted to write about a club you are actively involved with unless otherwise noted.
- Any member of The Globe staff is not to be quoted or mentioned unless otherwise noted. If they are quoted, a disclaimer but be used at the end of the article.
- Please **proofread** your own story BEFORE sending it. Fact check your own story.
- All stories should have a specific Point Park tie. Keep the audience in mind when writing.
- Communicate all issues immediately with an editor
- Act professionally and respectfully toward fellow staff and the community The Globe represents, in all written and verbal communication. Articles written for publication must be respectful of the audience, as well as, avoiding insulting, offensive, or incendiary language.
- Plagiarism of any sort will result in immediate termination from The Globe

**The full writing standards can be found in the complete writing standards packet.** Please review all writing standards before submitting content. All stories are subject to editorial review and open discussion among the editorial staff. Submitting a story does not guarantee print publication. By submitting a story or photograph, the writer and/or photographer consent to allowing the Globe to use all content in print and across all digital platforms.

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# Writing Standards

## Spring 2020



Welcome to the Point Park Globe – we're happy to have you writing for us! The Globe is a weekly publication covering news, entertainment, the arts and sports of the Point Park University community and the city in which we live. The guide below is to inform and remind writers of the procedures and style used at this specific newspaper.

### Times and Deadlines

- The Globe's pitch meetings are held **every Monday at 2:40 p.m. in the CMI newsroom**. Please try to arrive on time, as this is the meeting in which stories are assigned.
- **Deadlines are Fridays at 6 p.m.** If you take a story at the Monday pitch meeting, your deadline is the upcoming Friday at 6 p.m. unless otherwise noted by an editor. Please contact the Editor-in-Chief, Editor-Elect and appropriate section editors if you are in need of an extension for your story. Failure to notify the editors of late work will result in a missed deadline.
- **Three missed deadlines may result in termination from The Globe.** If you are an editor, you lose your position and are not permitted to submit any stories or photos to The Globe.

### Story Format Specs

- All stories must contain a **minimum of 500 words** unless otherwise instructed by an editor. Failure to meet the minimum word count will result in a missed deadline.
- All stories, including profiles, **must contain at least three live sources** unless instructed otherwise or the stories will not be published and the writer will be given a missed deadline. Live sources are interviews that are conducted in person or by phone. Websites or email interviews do not count as live sources. Please try to find a variety of sources.
  - If you are writing a brief, opinions piece or a column, you are not required to have three live sources, but the editor will communicate exactly what is expected.
  - Briefs must be a **minimum of 250 words** and **one live source is preferred but not required** if secondary sources back up the main idea and relate the story back to Pittsburgh/Point Park.
- **Please write a potential headline that may be used with your story.** Please note, editors maintain the right to change or not use submitted headlines, but suggestions are always welcome.

- Please include the following information at the top of each story: year, major, phone number, story section and Point Park email address.
- At the end of your story, please include a source list that includes the name of each source, his/her title (or pertinence), phone number and/or email address. This information is used in fact checking.
- All stories must follow AP and Globe style. **Please proofread your own story BEFORE sending it.**

### Avoid and advance

- **If proof of the use of a friend, roommate, teammate, significant other or professor that you've had for class is found, that source will be removed from your story, potentially making it ineligible for publication.** The second offense of using an acquaintance as a source will result in an automatic missed deadline. This is a conflict of interest. Likewise, you are not permitted to write about a club you are actively involved with unless otherwise noted.
- **No email interviews will be permitted** UNLESS approval is received from the Editor-in-Chief, Editor-Elect **and** appropriate section editor. Facebook, instant messaging and text messaging are not valid electronic interview media. Failure to inform the section editor of the use of an email interview will result in a missed deadline. Email use for follow-up questions IS permitted.
- **Revision of a story by a professor is NOT a valid excuse for missing a deadline,** unless otherwise informed by an editor OR if the writer is asked for an extension in advance.
- **Plagiarism of any sort will result in immediate termination from The Globe.** If the reporter submitted work as part of a class requirement, the issue will be taken to the professor and could result in expulsion from the University. *Plagiarism includes any material taken word-for-word or changed words/phrases from a source that is not your own, without proper attribution.*
- All stories must have approval by the Editor-in-Chief, Editor-Elect and/or appropriate section editor. Please refrain from working on a story you intend to publish until you have received approval from the editors.

### Noteworthy

- All stories will be discussed openly at meetings to determine what further editing, if any, is needed and what photos or artwork is needed to accompany the story.
- **Any member of The Globe staff is not to be quoted or mentioned** in any article, unless said staff member is imperative to the subject matter of the story, and his/her affiliation with the Globe **MUST** be stated on first reference.
- **All writers are expected to communicate with photographers** – every story should have an accompanying photo. If a photographer calls you, please contact them ASAP – photographers are expected to adhere to deadlines similar to writers. If a writer

causes a photographer to miss his/her deadline, it will count as one of the writer's missed deadlines as well.

- As long as a story idea is of concern or relevance to a collegiate audience, it may be pitched and published; however, you should find specific Point Park students to interview relating to your story. This is known as the "Point Park hook" and is not required for every story, but is strongly encouraged.
- The Globe's coverage area is the Point Park University community and Downtown Pittsburgh. **Please keep the audience in mind when writing a story.**
- **Act professionally.** Disrespectful emails toward any editor, fellow reporter or source will not be tolerated. Such behavior may result in termination from The Globe if it is brought to the attention of the Editor-in-Chief and the situation warrants termination – it is determined on a case-by-case basis.
- Represent The Globe is a professional and respectful way when out in public and on social media. If you can't say it to your editor, don't post about it.
- Point Park and the City of Pittsburgh is a **diverse** area. **Respect everyone regardless of your personal views and be mindful of your word choice.** If any article or section of an article comes across as derogatory and/or disrespectful and/or singles out an individual/group of people, you will be asked to alter the piece or it will be cut from publication entirely.

### **Talk with your editors**

- If an issue arises in your story, please contact your editors via phone or email immediately.
- If your story is moved last minute due to space issues, it may be published online or held until the upcoming issue. Editors should contact the writer immediately in the event that a story must be moved.
- **If the editor you are communicating with is unavailable or not responding, please contact the Editor-in-Chief or Editor-Elect in a timely manner.**
- **If you are having issues with an editor** that cannot be resolved by speaking with said editor, **inform the Editor-in-Chief of the issues.** A meeting will be scheduled between the section editor and the Editor-in-Chief to discuss and resolve any issues.
- Any student currently enrolled in JOUR150 who wishes to submit content to The Globe is permitted to do so. However, he/she must attend a meeting with the Editor-in-Chief, Editor-Elect and appropriate section editor as part of his/her deadline. The point of this meeting is to provide constructive criticism from peer to peer in a comfortable, relaxed and encouraging environment.
- Remember that editors maintain the right to rearrange or edit any story, even if it has been edited and submitted following a professor's review.
- Hired staff writers are required to write a minimum of one story each week. In the event that this requirement cannot be met, please speak with the Editor-in-Chief so arrangements can be made.
- Any writer who submits five stories to the Globe may be considered a staff writer, pending the majority approval from the Editor-in-Chief, Editor-Elect and section editors. A writer

who becomes a staff writer is then expected to fulfill the requirements of being a staff writer – a contract will be signed.

### **Online Standards:**

- At weekly Globe meetings, the present editors will decide if a story requires an **early online deadline** that would require a brief. Stories subject to this typically are events, government meetings, sports and breaking news.
- In these cases, **writers will have 24 hours following the event** being covered to **turn in an online brief of 200-500 words.**
- Online briefs will NOT be expected to have three live sources, but should have a full grasp of the information available as well as the event.
- Some writers may be assigned online-only content. These articles will follow the traditional writing standards or another format established by the online editors.
- Online content should be sent to the online editor(s), the section editor and the Editor-in-Chief. In the subject line of the email, please write a brief description of the story and indicate that it is for online publication.
- Writers will still be expected, unless otherwise noted, to turn in a long-form full article for the print publication by the regular Friday 6 p.m. deadline.

### **What should you expect of your editor(s)?**

All editors are expected to be accessible through office hours at least one day a week. Editors are to give you clear direction regarding how to cover a story. Editors should contact you before your deadline to check your progress. Editors are not expected to write the story for you, but they should be able to point you in the right direction for possible sources. Editors should give you accurate deadlines for stories that you, the writer, are responsible for meeting.

*We will have a great semester at the Globe. Take the opportunity to strengthen your resume and your writing! Get involved with Point Park's most accessible news source. If you have any questions, please feel free to contact the Globe editors.*

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## STYLE REMINDERS AND MISC. TIPS

- Do **not** write in the second person (i.e. you, we) or first person (i.e. I, my) unless writing an opinion piece or unless directed to by the editors.
- Attribution comes at the end of the first sentence of the quote and should always be Name Said.
- Punctuation ALWAYS goes inside of quotes.
- Titles are generally capitalized before the person's name, not after.
- Do not use courtesy titles such as Mr., Mrs. or Dr.
- Most majors are not capitalized, except for languages (e.g. dance major, English major, etc.) *Note:* It is sports, arts and entertainment management.
- The Globe does not underline, bold or italicize anything.
- There is only one space after a period, not two.
- Point Park Globe ... The Globe
- Make sure to break up your paragraphs so that it does not look like an essay.
- Quotations should be separate paragraphs.
- Only spell out a month if it is on its own. Abbreviate if a specific date is included (October, or Aug. 20.)
- Be careful not to include personal opinions.
- Try not to use the words "very," "really" or "thing." Also, the word "that" can often be eliminated to shorten sentences.
- Do not use clichés! Describe something in your own words.
- The three required sources must be live sources (i.e. people, not the Internet). Other sources beyond the three are, of course, encouraged. -- The only exception for this rule is when writing for Opinions
- When writing any story, keep in mind it is not your duty to promote an event or provide PR/free advertising for any business. Steer clear from "this new restaurant is fantastic" type of writing and just tell readers what they need to know.
- Proofread articles before submitting them! Editors can check for style and grammar, but you are a much better fact checker for your own story.
- When saving your story, make the file name something specific.
- When submitting a story to a section editor, include your name, contact information (preferable a phone number), a possible headline and a list of your sources