

Deadline = \_\_\_\_\_

Distribution = \_\_\_\_\_

### **Arlingtonian Writers' Checklist**

#### **WRITING FOR A NEWSPAPER, NOT A BLOG:**

- No articles should be written in the first person!
- Only articles in the Opinion section and reviews in the Entertainment section should contain your opinion. All others should discuss their topics in a balanced way.
- All articles should contain quotations from students or teachers.
- The writer should not be involved in the event that he or she is writing about.
- Consider the distribution date when writing your article. Keep your article timely and remember that it may not be read for a month after you write it.

#### **BEFORE YOU HAND IN YOUR ARTICLE:**

- Have you double-checked the spelling of all names and places in your article?
- Does the first line of your article identify what it is – subject and section?
- Does the second line of your article contain “by <name>” (lowercase ‘b’)?
- Did you proofread your work?
- Have you run spell check?

#### **A WORD ABOUT STYLE:**

- We never underline anything, instead we use italics (the titles of movies, for instance)
- If you refer to people, use both their first and last name the first time you speak of them, then refer to them by their last name only
- Students are identified by their name and grade, such as “junior John Smith.”
- Numbers: Write out numbers up to ten except in sports scores or records. Ex.: “Five little children,” but “Arlington won, 5-4.” Over ten use numbers, such as “21 days.”
- Dates: October 31, not October 31<sup>st</sup> or 31 October.

#### **THE WRITING PROCESS:**

- If you have questions about how to write your article or are having trouble getting it done, email your editor, Mrs. Deady (mdeady@acsdny.org) or Mrs. Falk (sfalk@acsdny.org) right away!
- **All finished articles must be emailed to arlingtonian@acsdny.org *before* the deadline or they will not be used.**
- Finished articles will be sent to copy editors and may be edited before final publishing.