

PREPARATION OF NEWS COPY

- 8.1 Write all news stories on typewriter if possible. Use a clean dark ribbon.
- 8.2 Use paper 8½ x 11 inches.
- 8.3 If using typewriter, double- or triple-space. If writing by hand, leave ½-inch space between written lines.
- 8.4 Begin the story at least 4 inches down on sheet to give copy editor space for a headline. Leave 1-inch margin on both sides of sheet.
- 8.5 Place subject of story or assignment in upper left-hand corner with your name beneath.
- 8.6 Whenever a news story is to be continued to another page, write *more* at the bottom of the page. When the story is concluded, sign off with *30* or the character *#*. Unless copy is a rush story being sent down in "takes," linotype operators prefer to have pages end *in the middle of a sentence*. This definitely indicates another page follows.
- 8.7 In the left-hand corner of each subsequent page, write your name, the subject of the story and the page number.
- 8.8 Encircle all instructions to the printer.

- 8.9 Use a separate sheet for each news story you write.
- 8.10 Read your copy over before turning it in and make necessary corrections then. Retype any page which has many "x-ed out" lines or other corrections.