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.