The Grizzly
The Student News Site of BASIS Independent Brooklyn

Article Editing Guides

The best news stories must be concise, informative, and interesting. Please follow the editing guide below when reviewing or writing an article for *The Grizzly*.

1.	Read through the entire story. Read it aloud. Check for transitions. Ask yourself ... does it have good transitions, is the paragraph order logical, is the meaning clear?	
2.	Read the lead and check if it has strong interesting first words (no articles or a past date). Does it summarize or hint at the story's subject and tone? Does it arouse interest? Does another part of the story do this better than the lead? Is the lead paragraph short: 20-36 words?	
3.	Read through the story again. Does it miss any facts, has it been cross-checked, has the story been edited for length, are all attributions clear ... quotes and opinions correctly attributed? Is the hyperlink (ctrl k) used for citations?	
4.	Check the story for mechanics. Check for journalistic style, paragraph length, spelling, sentence structure, grammar, concise wording, lack of repetition, transitions do not repeat information which is already in a quote. No Passive Voice, no First Person (Apart from specific types of Opinion articles).	
5.	Check that the lead-quote-transition style is used with short paragraphs of one to three sentences. Sentences meet the one/two breath rule.	
6.	After reading the story, check that the title is interesting, appropriate, and draws in the reader.	
7.	Check for images and graphics. Every story MUST have a cover image. Additional images/graphics/quotes are always useful to enhance an article. Are image credits listed?	