



Source Sheet

Contributor

Name: Sofija Stankovic	
Position (Contributor, Staff Writer, etc.):	
Contact Info:	
Section:	
Article Title (HED):	

Stories for all sections (except Stranded) must be accompanied by a source sheet filled out by the contributor and reviewed by the section editor. Please copy/paste the source tables to fit the number of sources.

What requires a source? Statistics, quotes, names, titles/positions, dates, any claims made in the story, etc. When in doubt, provide a source!

Have questions or are unsure about something? Check out our [sample source sheet](#).

Copyeditors

Name:	
Name:	
Name:	

Secondary Sources

Secondary Sources: Avoid sources with paywalls; if you cannot, please include screenshots of the relevant sections under “Paywalled Source Screenshots.” Please also hyperlink these sources into the document containing your story so that the sources are accessible to readers on our website.

Source Link:	
Paywall (Y/N): N	
Excerpt in your article	Quote from source

Source Link:	
Paywall (Y/N): N	
Excerpt in your article	Quote from source

Paywalled Source Screenshots

Primary Sources

Primary Sources: Next to “Link to audio or transcript” include a link to audio files or a transcript (websites such as <https://otter.ai> can transcribe recordings.) If it’s a handwritten interview, write “Written interview” and include screenshots under “Written Interview Screenshots.”

Interviewee Name:	
Interviewee Pronouns:	
Identifying Info: Year/College/Programs for students Position for faculty	
Contact Info:	
Link to audio or transcript:	
Excerpt in your article	Quote from interview

Interviewee Name:	
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Written Interview Screenshots