Headline in 36 pt. Font

Subtitle in 20 pt. font

First sentence includes the WHO, WHAT, WHERE, and WHEN in 12 pt. font, single spaced.

Indent new paragraphs.

Delete sample text to write your story. Remember that a characteristic of journalese is elaborate one-sentence paragraphs.

"Direct quotes begin with the quote," followed by the dialog tag. "A second dialog tag is unnecessary if it is clear who the speaker is."

Be sure to punctuate dialog properly. "The marks go inside the quotation marks."

Consult online news for other formatting questions.

First sentence includes the WHO, WHAT, WHERE, and WHEN in 12 pt. font, single spaced.

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"Direct quotes begin with the quote," followed by the dialog tag. "A second dialog tag is unnecessary if it is clear who the speaker is."

You may conclude your story with an publishing mark called a dingbat, which are located in your fonts under wingdings.#