

THE POINT

loma student news media

WELCOME TO THE POINT

We will be meeting Mondays at 4pm in The Point Office,
located on the lower level of Bond Academic Center.

ALL MEETINGS ARE MANDATORY!

STAFF

JENNA MILLER	EDITOR-IN-CHIEF	(970)846-5686
MARLEE DRAKE	NEWS EDITOR	(805)975-5340
CASSIDY KLEIN	FEATURES EDITOR	(303)810-2700
ABBY WILLIAMS	OPINION EDITOR	(505)280-1447
BROOKE MORA	A&E EDITOR	(805)791-1349
ANDREW HANSEN	SPORTS EDITOR	(970)623-4256
ANDIE NAUGLER	WEB MANAGER	(760)994-7897
EMY GIDDINGS	COPY EDITOR	(925)597-3761
JESS FERNANDEZ	BIZ MANAGER	(707)360-8615
HANNAH PRESTON	SOCIAL MEDIA	(760)803-8263
JOSH PASQUINELLI	LAYOUT MANAGER	(408)438-2166
DANI MIKULICS	LAYOUT MANAGER	(858)722-7593

ADVISOR: DEAN NELSON, deannelson@pointloma.edu

Requirements to Receive Credit for JRN2015

- submit one story a week.
- pick up and distribute a stack of papers on Wednesday morning before chapel.
- attend every Monday meeting unless you are out of town, sick, or have another engagement, but contact the EIC or an editor ahead of time.

GUIDELINES/REQUIREMENTS

STORY CHECKLIST

- ☑ • story should be between 400-600 words.
 - always confirm with your editor about word count.
- ☑ • story should include a picture or pictures.
 - pictures must be an original shot by you or someone you know and have received permission to use.
- ☑ • story should include TWO options for a headline.
 - this will help immensely on the layout side.
- ☑ • story should include a slug, your name, section of the paper it's for, date and word count.
- ☑ • story should have THREE or more sources (at least one needs to be an expert).
- ☑ • first draft of story needs to be turned in on time on Friday before 11pm and final draft on Sunday before 11pm.
 - if it is done early, send it to your editors early.

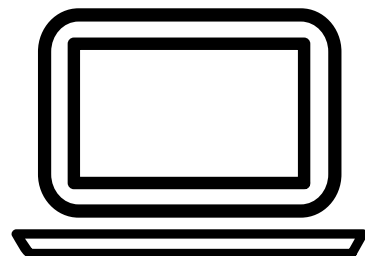
bonus tip! if you have another story idea (which I know you do), start working on your next story early so you can have interviews set up early and you don't have to stress.

SOURCES

- sources should not be your friends.
 - if this is the case, then give the story to someone else.
- an expert means the source is not a PLNU student.
- if they are a professor or an expert, ask them for their title.
 - out of respect we do not want to make any mistakes here.
- if they are a student, ask them their current class and major (majors and years are NOT capitalized).
- double check spelling of names!

ONLINE CONTENT

- there is much more flexibility in word count and media use online, so talk to your editor ON MONDAY about a plan moving forward with your story.
- if you are doing a photo story or video, still follow the schedule and turn in drafts to editors so they can look the projects over before publication.



WEEKLY SCHEDULE

MONDAY

MEET @ 4 IN POINT OFFICE WITH STORY IDEAS.
MEET WITH EDITORS AND EXCHANGE CONTACT INFO.
SEND EMAILS OUT TO SOURCES...NOW!

TUESDAY

REACH OUT TO MORE SOURCES, DRAFT QUESTIONS.
AND START MEETING WITH SOURCES.
LAYOUT THIS WEEK'S EDITION.

WEDNESDAY

REACH OUT TO EVEN MORE SOURCES.
START TRANSCRIBING INTERVIEWS.
DISTRIBUTE PAPERS IN THE MORNING. BE PROUD OF
WHAT YOU ACCOMPLISHED!

THURSDAY

START TYPING YOUR FIRST DRAFT OF STORY.
REACH OUT TO EDITORS WITH STORY UPDATE.

FRIDAY

SEND IN FIRST DRAFT OF YOUR STORY INTO
EDITORS...IT DOESN'T HAVE TO BE PERFECT!
TODAY IS THE LAST DAY TO MEET WITH SOURCES.

SATURDAY

START EDITING STORIES AND KEEP WORKING ON
UNFINISHED STORIES.

SUNDAY

SEND FINAL STORIES TO EDITORS BY 11PM.
WOOHOO! YOU DID IT!
COPY EDITORS START LOOKING OVER STORIES.

IF YOU HAVE YOUR STORY READY BEFORE FRIDAY...SEND IT TO YOUR EDITORS
EARLY! THE MORE TIME YOUR EDITORS HAVE, THE BETTER YOUR STORY WILL BE.

Last Minute Checks

- Completed articles will be emailed to your section editor by 11pm on Sunday night, AP Style*, 12 point font, double-spaced with your name, topic, word count and "slug" (title) on the top left (MLA format).

*AP Style meaning you have confirmed all language/grammar with what is in the AP Stylebook.

- When submitting photos, do NOT put them directly into your document. They must be uploaded separately.

DEADLINES

Failure to meet a predetermined deadline is like failing to complete an assignment on time. Newspaper workshop is a class and the assignments should be treated as such. With all of the resources on-campus, there should be no reason an assignment can't be finished in time! There are academic consequences for not meeting a deadline, but let's not go there.

As proof you have read and understand all that is required of you above, please sign this document and return it to the EIC at the next meeting.

PRINT NAME _____

SIGNATURE _____ DATE _____

