YOUR NAME
2/23/2023 DATE
STORY TITLE (SLUG)
CONTACT CELL & EMAIL

PHOTOS: Note the number of photos being sent separately,
(in the same email but not in line with MS Word).
Note also if captions are included in this file.

Suggested headline
Your Byline

Use MS Word or simple text format. Do not submit in pdf or in other document formats that might not be legible on most computers. (So, also avoid Pages, Scrivener or other non-standard formats).

Start text about 1/3 of the way down from the top of the page. Notice that, on this page, there's a large blank space for editing notes. This is especially important if the page will be printed out, or if there is any chance that the page itself will be separated from the email submission.

Include your basic contact information. This is redundant since it is probably on the email you sent, but it saves editors time and it might be needed.

 If you have photos, send them separately. Don't include them in-line on your MS Word document. You may need to submit small (2 – 10 mb) RGB mode jpg or png format items for first approval, but once a story has been accepted, you may be asked to convert files to CMYK mode and tiff format at the largest file size you have.

Videos are uploaded to servers first (YouTube, Vimeo), and the URLs are given in the stories.

Photos and videos need captions. You must ID subjects, location, context, date of photo and photographer. What, who, when, where, why. By whom, with what affiliation.

Example:

Mary Smith and Stephen Smith wait outside a Chevrolet car dealership in Christiansburg, Va., on Feb. 2, 2023. The couple was hoping to take advantage of a spring sale. (Radford Post photo by Bernie Dietrich).

Bethesda, MD, Feb 2 -- Mary Smith and Stephen Smith wait outside a Chevrolet car dealership in Bethesda on Thursday. The couple was hoping to take advantage of a spring sale. (AP photo by Bernie Dietrich).

URLs for more information, such as official reports or previous news articles, can be in-line but its best to spell them out at the end of the story along with other notes and photo captions.

If your story is more than two or three pages, be sure to use the MS Word *View / Header and Footer* function and place page numbers and story information in the header.

Finally, be sure to indicate the end of news article with ###, -- 30 --, ET or END.

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