

## The Knight News Editorial Process

1. E-Board assembles story list
2. Secretary distributes story list
3. Secretary assigns stories
4. Managing Editor assigns editors to stories
5. Writers submit stories to Google Doc, including at least one accompanying image—added to Trello, along with a caption that includes the source.
6. Editors will write a confirmation note to the writers whose articles have been assigned. Here is an example of a confirmation note—to be adapted as makes sense:

Good (morning/afternoon/evening), (writer's name),

Thank you for your submission!

I've been assigned as your editor. If your article needs only light editing or if there are no outstanding issues with your article, it will appear on our website on Wednesday, (date of publication). If it requires substantial attention, publication will be delayed, and you will hear from me or a member of the E-Board before or on the above date with specific instructions for improving your article.

If you have questions at any stage, be in touch. At any point, if you would like to discuss your writing over Zoom, I would be happy to help!

Sincerely,  
Editor's Name

7. Editors read and edit their assigned stories, with an eye toward the following questions:
  - Is the story fair and accurate?
  - Does the story have a strong lead (keeping in mind that leads may be summary statements, descriptions, lists, anecdotes, startling statements, or sentences with wordplay—depending on the type or article and its tone)?

- Are the paragraphs relatively brief? Do any of them need to be split in two (or three)?
  - Are the sentence mechanics correct? Are they free from error?
  - Does the story have adequate sources (meaning 2-3 for most stories)?
  - Is the story localized–i.e., is it clear why it matters to the Queens College community?
  - Are published sources hyperlinked when relevant? Writers should embed hyperlinks on the Google Doc.
8. If the story is in good shape in the areas above, the editor will let the copyeditor know it is ready for proofreading. If the story needs significant revision, the editor will inform the writer. The article will either remain unpublished or be revised for another issue.
9. Copyeditors will proofread to confirm that the article follows the guidelines of [The Knight News Style Sheet](#), that its facts are accurate, and that sentence-level language is clear and grammatically sound. Copyeditors should confirm that sources are hyperlinked as well.
10. Copyeditors will sign off on articles.
11. Webmaster will import articles to Wordpress and publish them.