

Wolf Pack Express

Suggestions for submitting photos:

- Send each photo as a high-resolution JPEG attachment; do not send in same attachment as the word document.
- Include a caption with each photo; this can be put in the body of the email to which the photo is attached, or include in a separate word document attachment.
- Limit 2-3 photos per article, unless otherwise approved.

Suggestions for submitting articles:

- **Submit articles of 2-3 paragraphs in length. Include 2-3 of your best photos for the article.**
- Write articles in third person. (very important!) Writing from the third person point of view and uses pronouns like he, she, it, or they. It differs from the first person, which uses pronouns such as I and me, and from the second person, which uses pronouns such as you and yours.
- Articles should be about 3 paragraphs in length (170 words approximately) and should be accompanied by photos
- Do not double space between sentences or between paragraphs.
- Send in a word document; each story in its own attachment.
- **Use Times New Roman font**
- Begin story with most important information in first sentence; do not begin this first sentence with the date.
- When formatting, do not put 2 spaces between sentences. Also, there is no need to put extra lines between paragraphs. Extra spaces are not used in newspaper writing.

Associated Press (AP) style tips:

- Dates should be listed as Jan. 10, not as January 10th, 2015 (the year is never needed unless it differs from current year).
- Spell out whole numbers under 10, or numbers that begin a sentence.
- Never abbreviate the day of the week. (Use Monday, not Mon.)
- There is no need to ever use “Manawa, Wisconsin;” just use “Manawa.”
- PDF and more detailed information available at www.lssc.edu/.../AP%20Style%20Guide.pdf. (One change starting in 2014 is that all state names are spelled out completely.)

• **Photo Guidelines**

- · Send photos as high resolution JPEG attachments
- - **photos should be original and 1.5m**
- · Identify the people in each photo, left to right, front to back.
- · Supply the photo captions in the email message or with the article.