

ODYSSEY

2014-15



Print Staff Manual

ODYSSEY STAFF MANUAL 2014-2015

The ODYSSEY Staff Manual provides instruction and explanation of the staff's procedures -- it breaks down everything from the production of the magazine to the standard protocol of Room 114. Each staff member is expected to thoroughly read and understand the content of this guide and must keep their copy of the manual with them at all times during class.

Every publication has a specific style within its writing, design and process of production – this booklet is your guide to the ODYSSEY's style. To maintain consistency in our magazine and understanding among our staff members, we use this as a foundation for our work.

This 52-page guide is a helpful tool for both newcomers and veterans alike and will be referred to many times throughout the year.

Included in this manual: tips to improve writing, interviewing and designing; major AP style laws to abide by; descriptions and duties of the Editorial Board positions; classroom procedures outside of magazine production; and in-depth guides to the five sections -- Viewpoints, News, Features, Variety and Sports.

Highlighting and annotating this guide's pages are highly recommended; in addition, there is a reserved section for notes in the back.



The ODYSSEY is published monthly. Published opinions do not necessarily reflect the views of anyone other than the staff.

The ODYSSEY is a student produced newsmagazine, published with the intent to inform, entertain and give voice to the Clarke Central High School community, as well as to educate student journalists. Each issue is an open public forum for student expression under the guidance of a faculty adviser.

Student journalists are provided with opportunities to investigate, inform, interpret and to evaluate: all traditionally accepted functions of the press in America.

The ODYSSEY staff is committed to reflect the mission statement set forth by Clarke Central High School. The goals of the staff are to provide fair, accurate news and commentaries, as well as to serve the interests of the school and Athens' community.

Advertising must conform to the guidelines set forth for editorials. Publication of advertisements does not indicate an endorsement by CCHS or by the ODYSSEY staff.

Students pictured in advertisements are not given monetary compensation. All advertising rates are available upon request from any ODYSSEY staff member.

The ODYSSEY is a member of the Quill and Scroll Honor Society, Georgia Scholastic Press Association, Columbia Scholastic Press Association, National Scholastic Press Association and Southern Interscholastic Press Association.

Corrections of errors and omissions will appear in the next issue.

Editor-in-Chief:

Louise Platter

Managing Editor:

Brittney Butler

Senior Copy Editor:

Aaron Homes

Visuals Coordinator:

Chad Ryhm

Viewpoints Editor:

Tiernan O'Neill

News Editor:

Sara Goodie

Variety Editor:

Mary Merritt

Sports Editor:

John Hubbard

Junior Copy Editor:

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Business Manager:

Claire Elliott-Gower

Public Relations Manager:

Makayla Richards

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Adviser:

David A. Ragsdale

ODYSSEY NEWSMAGAZINE

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Athens, Georgia 30605
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Masthead

A masthead is a list, usually found on the editorial page of a newspaper or magazine, of the members of the newspaper's editorial board. If no editorial board exists, the masthead will often feature a list of top news staff members. Some mastheads also include information such as the publication's founding date, slogan, logo and contact information.

A borrowed term, a masthead in the shipping industry is a brass plate would be affixed to the main mast of a commercial sailing vessel. This plate contained the name of the owner or owners of a ship.

Editorial Policy

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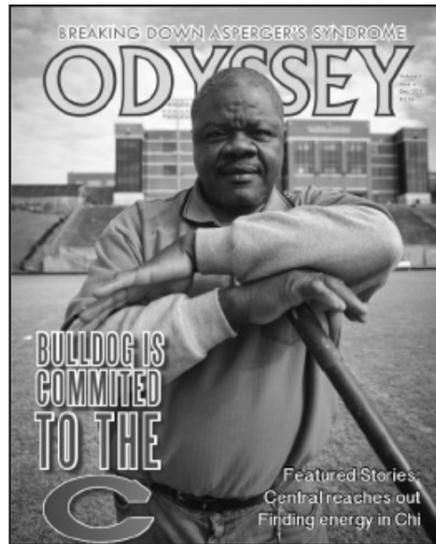
Table of Contents

The ODYSSEY Stylebook 6

This section serves as an introduction to the journalism class. It contains explanations of the Editorial Board's positions, the staff email and classroom procedures.

ODYSSEY and AP Style 12

Before writing and editing, develop a concrete understanding of this section. These grammar, capitalization and punctuation guidelines are imperative to writing and editing on staff.



Basic Writing Tips 20

Advice for all of the early stages of writing are listed here, so don't overlook this section. Steps to journalistic writing and the five W's and one H are explained here.

Advanced Writing Tips 22

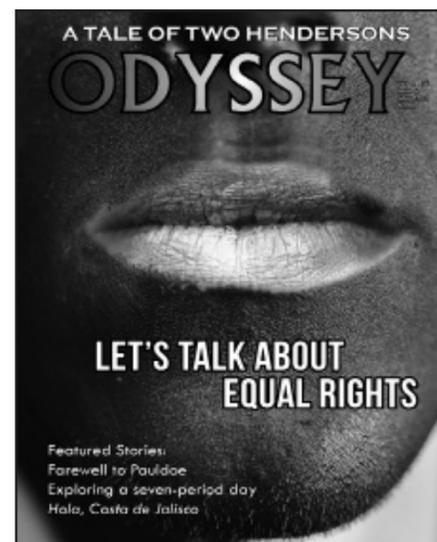
Included is a check list for choosing an article and advice on how to find your unique voice in your writing. Having organization as you write and considering reader appeal are important to keep in mind.

Interviewing Tips 23

Interviews are where the bulk of most articles come from. A bad interview can equal a lousy article. Learn how to conduct a successful interview through these guidelines and procedures.

Digital Presence 24

Journalism has evolved to keep up with the technological changes around the world, and it's often hard to keep up. This section will break down the ODYSSEY's website, Facebook and Twitter.



Design and Photography Guide 25

In journalism, design is as important as writing. Here you'll find explanations and general tips for creating well-designed pages. Help with Adobe programs Photoshop and InDesign are included, as well.

All About Viewpoints 33

Understand all the puzzle pieces that combine to create the Viewpoints section -- "Question of the Month," "Letters to the Editor," "Fresh Voice," "Central Speaks" and more. Also learn how to write an effective editorial/opinion piece.



All About News 36

Everything you need to know about News is here -- all of the style needed in "News Briefs," ways to write objectively and how to include the use of graphics and pictures for effective layouts.

All About Features 39

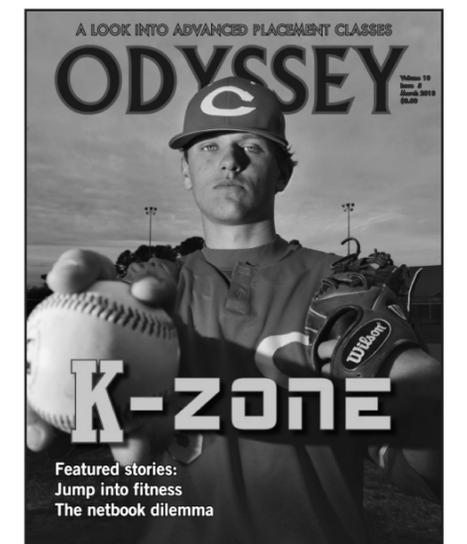
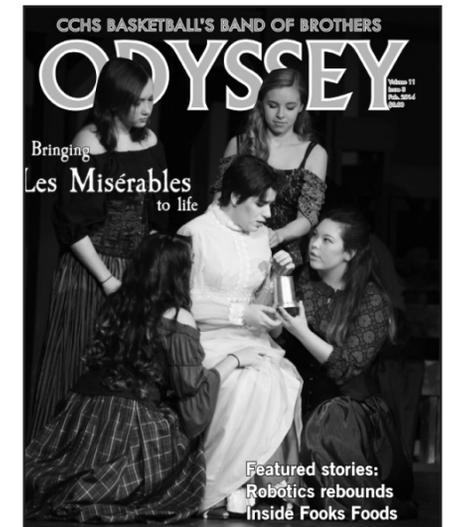
In this section, you'll find specific design techniques and various leads to show how unique Features writing can be. Features deadlines and the difference between issue-based and profile stories are also explained.

All About Variety 43

Get an introduction to the entire Variety section, including how to write reviews, how to write for the alternative news section, how to construct the "Cultural Buzz" page and how to create unique, eye-catching layouts.

All About Sports 47

Here, the different types and process of sports writing, the techniques and styles used in sports briefs and ways to interview coaches and players to get the best responses are all addressed.



Editorial Board

Editor-in-Chief

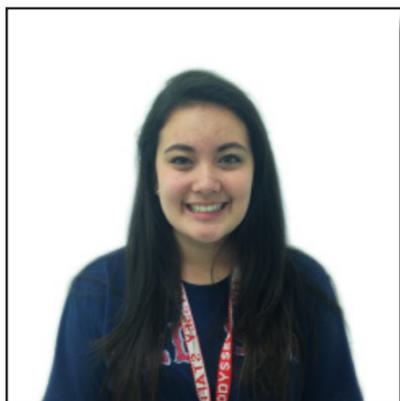
The Editor-In-Chief is virtually responsible for every aspect of the newspaper – from initial planning to distribution of the final copy in print. However, there are a few key tasks that the Senior Editor performs:

- Establish the ODYSSEY work schedule for the year
- Establish deadlines for articles, ad copy (with Business Staff)
- Serve as head of the Editorial Staff and facilitate staff meetings
- Represent the “collective voice” of the ODYSSEY in all public arenas, such as Our Take and Letters from the Editor
- Provide leadership of and responsibility for the magazine and its staff
- Display knowledge and share experience in all areas of the paper
- Direct critical review following each issue publication
- Assist advisor in the interviewing and recommendation of individuals for staff positions for following year
- Sits in during firing/hiring sessions, some peer evaluations



Print Managing Editor

The Print Managing Editor must edit and proof read each article before it can be placed on its page. They must ensure that all articles are proofed multiple times before being placed in their respective layouts -- at least once by the reporter, once by the section editor, once by the Print Managing Editor, and once by the Editor-in-Chief. The final read through is done by the adviser, who will ultimately sign off the article as complete. They must fully master the AP and ODYSSEY style books and have access to each at all times. They must frequently update the ODYSSEY style book to reflect changes in journalistic writing. The Print Managing Editor edits drafts for the print at Middle Draft deadlines.



Senior Copy Editor

The Senior Copy Editor must edit and proof-read each article after middle draft deadline before it can be placed in the master. They must ensure that all articles are proofed multiple times before being placed into layout-- at least once by the reporter, several times by the section editor and at least once by the Senior Copy Editor or Junior Copy Editor. The final read-through is done by either the Editor-in-Chief or the adviser, who will ultimately sign off on the article as complete. The Senior Copy Editor must have full knowledge of AP and ODYSSEY style and have access to both stylebooks at all times. They must frequently update the ODYSSEY stylebook to reflect changes in journalistic writing.



Business Manager

Responsible for the financial health of the paper; must make sure all ad copy assigned to the month is correct, finished, approved and placed on its appropriate page before deadline. Must make sure all ad contracts are submitted on time and filed in the appropriate place and that appropriate funds have been collected. Must also produce and post an ad run form for the Graphics Team. Must arrange, schedule and follow through on business calls and visits. Additional duties include organizing and scheduling fundraising activities. Takes responsibility for distribution throughout the community and represents the staff at various functions.

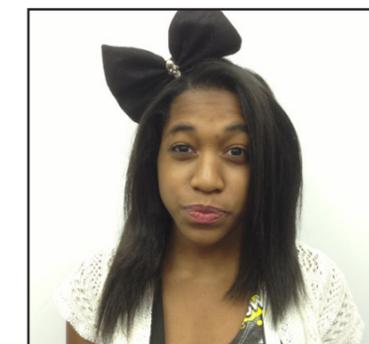


Junior Copy Editor

Responsible for editing middle drafts with the Senior Copy Editor and conferencing with writers for middle draft edits. Makes a spreadsheet in which staff members can put what their piece is, how many voices they have, any problems or concerns they have and who has edited it. The Junior Copy Editor should be in constant communication with everyone on staff.

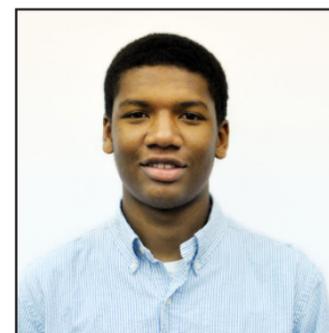
Public Relations Manager

Responsible for communicating and staying connected with the public and our readers. The PR Manager creates posters advertising the upcoming issue around the school. Is also responsible for the delegation of the “street team” and the distribution of the magazine within the school when it is first printed. The Public Relations Manager is responsible for the delivering of Thank-you cards, as well as organizing Issue awards/deadline pride. They are also responsible for ensuring the “Do Not Interview” list is up to date.



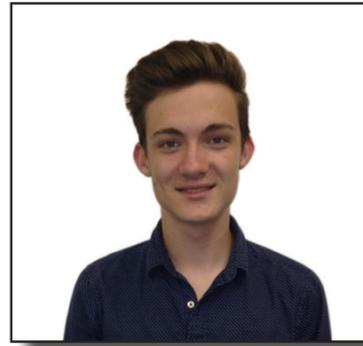
Visuals Coordinator

Manages communication among the visual department of the staff -- photography, graphics and cartoons. Responsible for all photos that appear in the paper and must ensure that the pictures/graphics are of good quality and uploaded to the proper location before the appropriate deadline. Responsible for upkeep and maintenance of photo equipment and supplies -- including recorders.



Viewpoints Editor

Responsible for expressing the views of Clarke Central High School students and faculty. Viewpoints topics range from school related to personal issues. “Question of the Month,” “Letters to the Editor” and “Fresh Voice” columns also appear in this section and are the responsibility of the section editor to solicit from the student body. Columns are assigned to Viewpoints Editor and senior staff writer within the section at EIC/adviser’s discretion. The Viewpoints editor and News Editor work together when publishing sister articles. The Viewpoints Editor is also responsible for all extras included in the section.



News Editor

Responsible for updates on the activities of Clarke Central High School clubs, events, and departmental issues. The News Editor is also responsible for the “News Briefs” section, and must make sure they are complete by deadline. International and Local issues are also included in the News section. Polls are included in the news section and topics include political, societal and topical questions. The News Editor also attends every school board meeting and PTSO meetings.

Variety Editor

Responsible for movie, music and theatrical reviews and previews. Topics cover video games for both console and PC, recorded and live music, newly released movies, drama productions, local events and culture, etc. Must set a deadline for every issue’s blurbs and collect them for the “Cultural Buzz” page monthly. The Variety Editor captures the pulse of the building and community. Articles in variety are cool, fun and informative.



Sports Editor

Responsible for assigning and gathering all sports-related news and sports feature material. Write sports articles—features, game coverage and sports news. Designs the mock-up of sports layouts. Completes or assigns “Sports Briefs” (The Box Score) and “Star Players” to appear in the sports section, and is responsible for the season previews. Sports Editor is granted a monthly column in the sports section. The Sports Editor must be in communication with coaches, have some knowledge of sports and have the ability to use a camera and do graphics.

Staff Email

The ODYSSEY staff’s main source of contact is through a private server on Gmail. To access your account, login at:
mail.google.com/a/odysseynewsmagazine.net

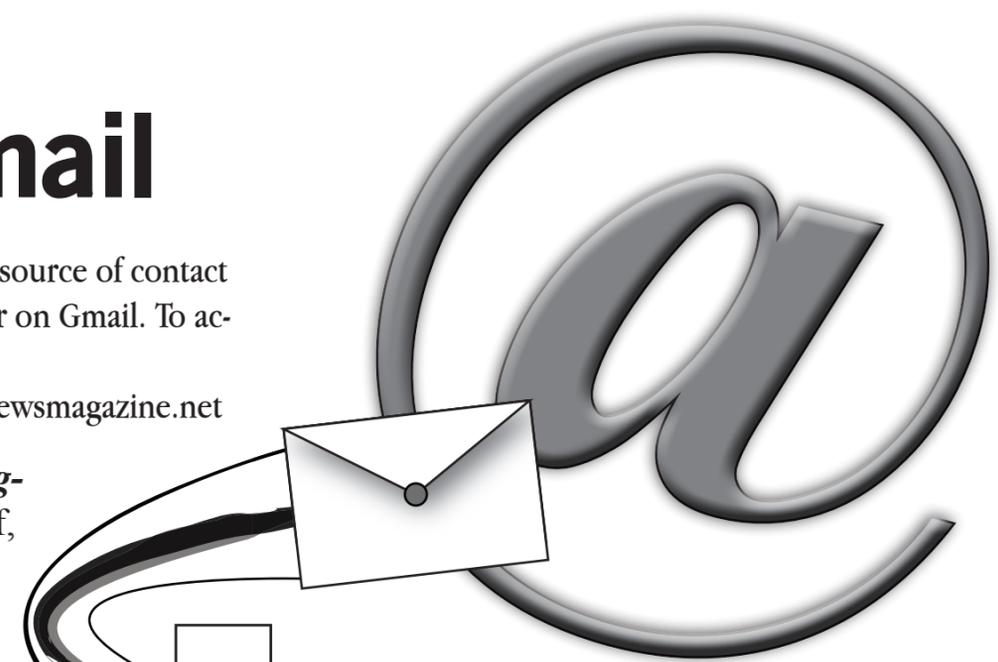
editors@odysseynewsmagazine.net: Editor-in-Chief, Print Managing Editor, Senior Copy Editor

edboard@odysseynewsmagazine.net: Editor-in-Chief, Print Managing Editor, Senior Copy Editor, PR Manager, Visuals Coordinator, Business Manager and all section editors

photography@odysseynewsmagazine.net: Visuals Coordinator and photographers.

news@odysseynewsmagazine.net: To access any section, it will be (section)@odysseynewsmagazine.net

business@odysseynewsmagazine.net: Business Manager, PR Manager and Business staff



IMPORTANT

To email the entire ODYSSEY News-magazine staff, email “*staff@odysseynewsmagazine.net*.”

Make sure that peer evaluations and other personal and/or confidential emails are not sent to the staff email. Remember emails sent to this address go out to EVERYONE.

Mr. Ragsdale’s email is *dragsdale@odysseynewsmagazine.net* or *ragsdaled@clarke.k12.ga.us*

Emails for other teachers can be found in the Staff Directory on the Clarke County School District website, <http://www.mail.clarke.k12.ga.us>

The ODYSSEY also has a school district email account: “ODYSSEY@clarke.k12.ga.us. You can log onto this account through the district email. Both the username and the password are “ODYSSEY.”

* To email an entire section, simply put the name of that section, followed by “@odysseynewsmagazine.net.” For example, to email the variety section, email “*variety@odysseynewsmagazine.net*.”



Teamwork

Staying late:

Your work for the ODYSSEY will often require you to log hours outside of the allotted class time. Section editors and the advisor will be committed to staying after school when necessary for a pre-determined time. When we stay as a team, we leave as a team.

Deadline Pride:

Prior to send-off, the ODYSSEY staff participates in Deadline Pride. For Deadline Pride, all members of the staff are expected to participate and dress in the assigned color, prepared to represent their staff. Don't be afraid to get crazy.

Communication:

Communication among staff members: Communication among staff members is imperative to success and should always be handled professionally. Email, text or call staff members. There is also a Google Chat function on the e-mail to instantly chat whoever you need to talk to as long as they are online.

Communication with advisor: Do not text message Mr. Ragsdale at any time. If you need to get in touch with him for guidance or support, feel free to e-mail him during normal business hours.



Classroom Procedures

Dress Code:

As a part of the ODYSSEY staff, you have an image to uphold. On days in which you have an ODYSSEY function, including interviews, press conferences, guest speakers, etc., you are expected to dress appropriately, as you will be representing the ODYSSEY staff and brand name.

It is appropriate that all staff members dress in professional attire daily. This also includes presentation, i.e. the way you act, speak, etc.

Ladies: Follow dress code and “Dress for success”

Gentlemen: ABSOLUTELY NO athletic shorts, wrinkled clothes or sweat pants.

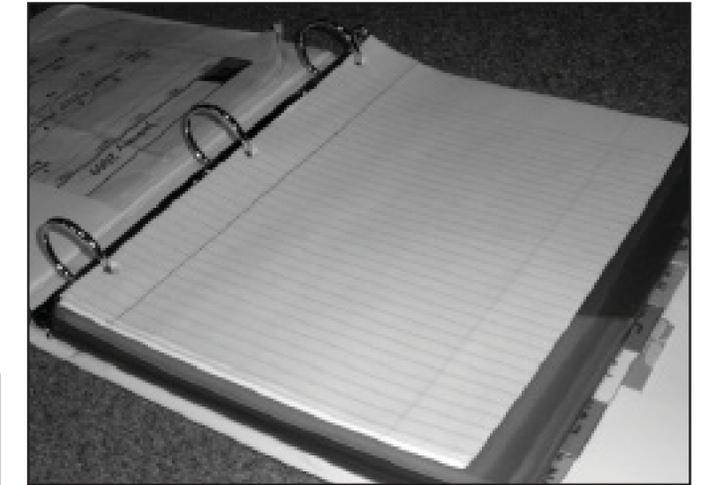
Each staff member is expected and required to wear their press pass at all times.



Georgia game days:

All staff members who are working the stand at UGA games are required to dress in uniform. Uniform includes khaki shorts or pants, hats (not another college team), closed toed shoes and a plain white t-shirt.

Notebook:



Each staff member is expected to have a notebook in class every day.

This notebook should be organized and include all drafts, notes, conference papers, interviews, etc.

Having a well organized notebook will help you when it comes time to turn in time logs every Sunday.

Checklist for class

- binder
- notebook paper
- pockets for handouts, drafts, etc.
- all of your drafts, notes and past peer evaluations
- headphones
- pens
- press pass

ODYSSEY and AP Style

When referencing Clarke Central High School in an article:

- The first time the school is mentioned in the article, spell out the entire title “Clarke Central High School.”
- For the rest of the article, when referring to the school, simply write CCHS.
- Unless it’s not obvious what school you are talking about, once introduced you don’t need to continue using CCHS (ex. If you’re writing about the football team, you don’t need to keep writing CCHS football team)
- This applies for all other acronyms, as well (i.e. University of Georgia, and then UGA)

Departments

- Neither the subject nor department is capitalized, unless the subject is English, French, Latin or Spanish. However, you do not capitalize “foreign language department”

English department
 foreign language department
 math department
 science department
 social studies department
 Curriculum Assistance Program for Students department (CAPS)

- Place department in front of a teacher’s name as their title.

Example: social studies department teacher Stephen Hinson said, “Ok, I have an awesome story to tell you guys.”

Career Academics

- Are never used as a title for a teacher.
- All parts of academics are capitalized.

Arts, Media and Communication Academy
 Business, Marketing and Finance Academy
 Human and Public Services Academy
 Engineering, Industry and Technology Academy
 Freshmen Academy

Address

Clarke Central High School
 350 S. Milledge Ave.
 Athens, GA 30605

Enrollment
 is 1400,
 always.

AP classes

- First refer to them as Advanced Placement courses. Then simply write AP.

ODYSSEY

- When referring to the magazine, always write it as “the ODYSSEY.”
- This is in the font AlbertusMT Light (sized to fit the rest of the copy) and in all caps

For any other title or name in question relative to the Clarke County School District, visit the CCSD website. This also includes a link to pages for CCHS where you can find the spellings of teachers and other programs.

Quotes

When quoting people interviewed in articles:

- The first time the person is included, write the title of the person, their full name and “said.” (TITLE PERSON SAID)
Example: “Quote,” senior Brittney Butler said.
- The second time the person is quoted, they are only referred to by their last name. Never “he or “she.”
Example: “Quote,” Butler said.

Punctuation with quotes

- The comma comes before the end quote (,) A period is never used if the person quoted is written after the quote.

Quotes are always in their own paragraphs. This helps break up the text and gives the speaker their own space in the article.



When people don’t talk quite right...

- If someone is referring to something using a pronoun and it is unclear in the text what they are referring to, replace the pronoun with the something in parentheses.

Example: “He is an extremely hard worker,” Branch said.
 BECOMES

“(Henderson) is an extremely hard worker,” Branch said.

- If they speak using contractions, LEAVE THEM. They said it.



What to do with long quotes

- When a quote is long (more than 30 words), you can break it up by quoting the person in the middle. Include the break between sentences, not phrases.

Example: “To say that all of DHS is incompetent because FEMA didn’t handle the Katrina response as well as we would have liked to is not fair and doesn’t do the country service,” Lee said. “There are also people who don’t like this particular administration and distrust anything that it wants to do.”



IMPORTANT

Double check the spelling of every name you quote. It is embarrassing to misspell someone’s name, and the person with the misspelled name will not be happy.

STYLE PALETTE

Full Page Headline - 32 pt OldSansBlack

Full Page Deck - 16 pt Georgia -- not italicized, 15 degrees slant

Half Page Headline - 24 pt OldSansBlack

Copy - 9 pt Apple Garamond

Caption - 7pt Georgia

Byline Name - 7 pt Georgia ALL-CAPS & 40% gray

Credit (photo) - 6 pt Georgia

Byline Staff - 6 pt Georgia

Pull Quote Half Page - 12 pt Georgia

Pull Quote Half Page Attribute - 10 pt Georgia ALL-CAPS

Pull Quote Attribute Title - 10 pt Georgia

Pull Quote Full Page - 14 pt Georgia

Pull Quote Full Page Attribute - 10 pt Georgia ALL-CAPS

Pull Quote Full Page Attribute Title - 10 pt Georgia

Drop Cap Full Page - 3

Drop Cap Half Page - 2

Headshot Dimensions - 1.15 x 1

DOCUMENT SETUP

W: 8.25 in

H: 10.75 in

Bleeds: .125 in

Make sure all pictures are at 300 resolution



Titles

Titles should always be used in articles. When a new person is introduced, it is imperative that they have a title written by their name to identify who they are. Otherwise, they have no credibility and their purpose in the article is vague.

Capitalization

- Titles are not capitalized when they are not used with an individual's name.
Example: The principal did all she could to prevent the new dress code from being passed.
- Capitalize formal titles. Formal titles generally denote authority, professional, or academic activity.
Example: President Obama, Associate Principal Mary Thielman
- Do not capitalize informal titles. Informal titles are generally occupational descriptions.
Example: government official Duke Peabody

Location

- Titles should be placed before the person's name.
Example: "It really doesn't matter what she says here," Associate Principal Mary Thielman said,
- If the title is extremely long, list the name and then a comma followed by the title and another comma, followed by the rest of the sentence.
Example: "These shows are in many ways constructed and edited," Horace Newcomb, Director of the George Foster Peabody Awards and professor in the department of Telecommunications at the Grady College of Journalism and Mass Communication of Georgia, said.

Specifics

- CCHS administrators are written as Principal Dr. Robbie Hooker, Associate Principal Mary Thielman, Assistant Principal Reginald Thomas and Assistant Principal Dr. Shelia Dunham.
- Freshman, sophomore, junior and senior are only capitalized at the beginning of sentences. Otherwise, they are lowercase.
- For congressmen, never fully write their title. Ex. "Sen." or "Rep." Then, say the party and county if they are a state congressman. Ex. "Georgia state Sen. Frank Ginn, R - Danielsville." If national, "U.S. Rep. John Lewis, D - Ga."

For military titles and other specific titles, refer to the AP Stylebook.

Notes:

Numbers and time

Numbers

- Numbers smaller than 10 are spelled out. (One, two, three, four, five, six, seven, eight, nine) Numbers 10 and larger are simply written as numerals. (10, 11, 12, etc.)
- However, if a number is at the beginning of a sentence, then it is ALWAYS spelled out.

IMPORTANT

- Always use the dollar symbol when writing out amounts of money. Use decimals for change. (\$11.43)
- Spell out “percent.” Never use the symbol.

Dimensions

- Use numerical figures
- Spell out the dimensions (inches, feet, yards, etc.)
- Only use hyphens when the dimension is functioning as an adjective before a noun
- Only use apostrophes to indicate inches in very technical contexts

Example: “At 6 feet even, I am not your average girl.”

Example: “I entered CCHS a scared freshman, knowing that I would stand out in comparison to my 5-foot-2-inch friends.”

Age

- Figures are always used for people and animals.
Example: Tiernan O’Neill is 16 years old. Louise Platter was 11 years old in 2002.
(This is an exception to the numbers < 10 being spelled out.)
- However, for inanimates, numbers < 10 are spelled out.
Example: The law is eight years old.
- Hyphens are used for ages if the age functions as an adjective before a noun or functions as a noun.

Example: I was taller than my 15-year-old brother.
Example: Along with the typical insecurities of most 13-year-olds, I grew to hate my height.

Times

- Use numerical figures except for “noon” and “midnight.”
- Use a colon to separate hours from minutes.
- Distinguish between morning and afternoon by using “a.m.” and “p.m.”
- The use of “o’clock” is acceptable, but not preferred.
Example: The event took place from 3:45 p.m. to 5 p.m.

Months

- Always capitalize.
- Spell the months out when they are used alone or only with a year.
- Abbreviate the months when used with a specific date. Only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. are abbreviated. March, April, May, June, and July are spelled out.
Example: The Student Government Association set up the annual event, which took place on Oct. 13.

Other copy editing tips

Capitalization

With proper nouns:

- Capitalize nouns that constitute the unique identification for a specific person, place or thing.
Georgia, Clarke Central High School, John, Mary
- Some common nouns receive proper noun status when they are used as the name of a particular entity.
Jittery Joes, Taco Stand

With proper names:

- Capitalize common nouns such as party, river, street and west when they are an integral part of the full name for a person, place or thing.
Democratic Party, Oconee River, Broad Street, West Side.
- Lowercase these common nouns when they stand alone in subsequent references.
the party, the river, the street, to the west
- Lowercase the common noun elements of names in all plural uses.
the Democratic and Republican parties, Broad and Baxter streets, lakes Lanier and Hartwell

OK

OK is always “OK,” never “O.K.,” “ok,” or “o.k.”

Days of the week

Do not abbreviate. Capitalize.

Seasons

Lowercase all seasons unless they are part of a formal title.

Everyday vs. every day

- “Everyday” is written as one word only when functioning as an adjective.
Example: Everyday troubles prevented her from doing other things. (“Everyday” is describing “troubles.”)
- “Every day” is used for all other times and is always two words.
Example: “Every day I would go to the field and try to play my best.”

Notes:

Punctuation

Apostrophe (')

- Used in place of omitted letters in conjunctions to signify possession.
- The only section allowed to use conjunctions is Viewpoints. If you are in another section spell the two words out.
- For proper nouns ending in “s,” no additional “s” is needed after the apostrophe. Boys/Girls soccer team, not Boy’s/Girl’s soccer team.
- When referring to something that belongs to the school, use *CCHS*’

Colon (:)

- The most frequent use of a colon is at the end of a sentence to introduce lists.
- Try to avoid using colons in the newsmagazine.
- Dramatic Emphasis: The colon often can be effective in giving emphasis.
Sara had only one hobby: watching Glee.

Semicolon (;)

- In general, use the semicolon to indicate a greater separation of thought and information than a comma can convey, but less than the separation that a period implies.

Basic guidelines

To clarify a series:

- Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas.
He is survived by a son, John Smith, of Chicago; three daughters, Jane Smith, of Wichita, Kan., Mary Smith of Denver, and Susan, of Boston; and a sister, Martha, of Omaha, Neb.
- Note that the semicolon is used before the final ‘and’ in such a series.

To link independent clauses:

- Use a semicolon when a coordinating conjunction such as ‘and,’ ‘but’ or ‘for’ is not present.
Katy Mayfield’s plane was scheduled to arrive yesterday; she arrived today.
- If a coordinating conjunction is present, use a semicolon before it only if extensive punctuation also is required in one or more of the individual clauses.
They pulled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard hit by the hurricane.
- Unless a particular literary effect is desired, however, the better approach in these circumstances is to break the independent clauses into separate sentences.

Placement with quotes:

- Place semicolons outside quotations.



Brackets ([])

Never used. Ever. Use parentheses.

Comma Rules (,)

In a series:

- Use commas to separate elements in a series, but DO NOT put a comma before the conjunction in a simple series.
Kendarius Sturdivant wears red, white and green polos. (‘and’ is the conjunction, so no comma is necessary)
- Use a comma also before the concluding conjunction in a complex series of phrases.
The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training and whether they have the proper mental attitude.

With equal adjectives:

- Use commas to separate a series of adjectives.
- If the commas could be replaced by the word and without changing the sense, the adjectives are equal.
a thoughtful, precise manner; a dark, dangerous street
- Use no comma when the last adjective before a noun outranks its predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun.
a cheap fur coat (the noun phrase is fur coat); *the old oaken bucket; a new, blue spring bonnet.*

With introductory clauses and phrases:

- A comma is used to separate an introductory clause or phrase from the main clause.
When Robert entered the lab, he decided to play reggae music.
- Use the comma if its omission would slow comprehension.
In room 114, the curious staffers gathered.

With conjunctions:

- When a conjunction such as “and”, “but” or “for” links two clauses that could stand alone as separate sentences, use a comma before the conjunction in most cases.
Dalace was glad she had made an A on her final, for the end of the semester was only days away.
- As a rule of thumb, use a comma if the subject of each clause is expressly stated.
We are visiting Spain, and we also plan a side trip to Madrid. We visited Barcelona, where our guide greeted us.
- But no comma when the subject of the two clauses is the same and is not repeated in the second.
We are visiting Burgos and plan to see the statue of El Cid.
- Do not use a comma at the start of an indirect or partial quotation.
The class said that the trip “opened their eyes to the world of Spanish culture.”

Before attribution:

- Use a comma instead of a period at the end of a quote that is followed by attribution.
“Having a musical dad is fun,” Sophie Fernandes said.
- Do not use a comma, however, if the quoted statement ends with a question mark or exclamation point.
“Why are you putting me in the stylebook?” Fernandes said.

Comma Rules (,)

WITH HOMETOWNS AND AGES (AND PARTY AFFILIATION, ACADEMIC DEGREES, RELIGIOUS AFFILIATIONS):

- Use a comma to set off an individual’s hometown when it is placed in apposition to a name (whether of is used or not).

David Ragsdale, Panama City Beach, Fla., and Louise Platter, Athens, were there.

- If an individual’s age is used, set it off by commas.

Ethan Crane, 17, Athens, was present.

NAMES OF STATES AND NATIONS WITH CITY NAMES:

Tiernan’s journey will take him from Dublin, Ireland, to Fargo, N.D., and back.

- We do not use Ga. in conjunction with Athens or Atlanta because it is assumed that our readership is local.

SEPARATING SIMILAR WORDS:

- Use a comma to separate duplicated words that otherwise would be confusing.

* Use a comma for most figures greater than 999. The major exceptions are street addresses (1234 Broad St.), broadcast frequencies (1460 kilohertz), room numbers, serial numbers, telephone numbers and years (1991).

Hyphens vs. dashes

HYPHENS are joiners. They are used to connect two or more words to modify another and avoid confusion.

Ex: Violet was happy -- overjoyed -- to finish school.

DASHES are used to signify abrupt changes in a sentence. Try to avoid using them unless you feel comfortable and know exactly where and why they should be used.

Ex: We will fly to Paris in May -- if Claire gets a pay raise.

Parentheses ()

Don’t use them too much. The only time you should use them is when you add a few words to a quote to make it function.

Ex: “(Thomasina Miranda) is a great teacher.” (Thomasina Miranda) replaced “she.” This clarifies who the person speaking is talking about.

Basic writing tips

STEPS OF JOURNALISTIC WRITING:

- | | |
|--|--------------------------|
| 1. Brainstorm | 6. Write |
| 2. Pitch it to your editors | 7. Give story to editors |
| 3. Establish an angle | 8. Make Edits |
| 4. Research topic and arrange interviews | 9. Rewrite |
| 5. Interview | 10. Final Edit |

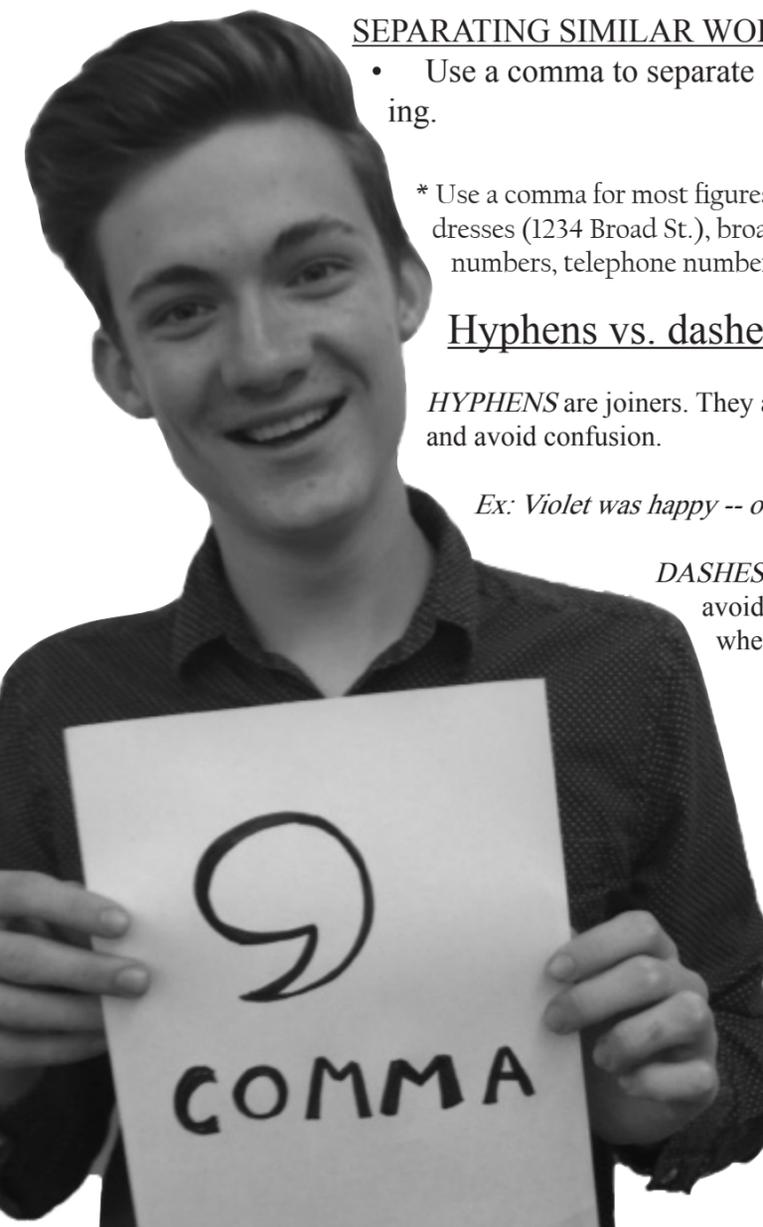
OVERVIEW

Once you’ve decided on an idea for a story, you will need to gather information through research. It is imperative that you go into an interview and the writing process with knowledge of your subject. Plan it out.

Make a list of specific questions you want to answer in your story. Your goal should be to leave as little unanswered questions as possible for your reader. A good guide to help with these questions is the “5W’s and H.” These are the basic questions that should definitely be answered. Here is a closer look at the “journalistic 5” questions. Use them in the early stages of planning, during the writing process and as a reference to make sure your content is focused:

STORY FACT SHEET -- FIVE W’s and 1 H

WHO	<u>WHO</u> makes us think of the actor(s) or agent(s) involved in the event? What kind of person(s) is/was he/she, or them? Who was most responsible for the event? Who was the leader? Who was first to act? Who was affected by the event? Who was most helped? most harmed? Who will you interview?
WHAT	<u>WHAT</u> may involve weeding out the legends and misunderstandings to see what really happened. Deciding what happened is difficult; it is a matter of putting together bits and pieces of evidence to construct a mosaic.
WHEN	Sometimes we know exactly <u>WHEN</u> and where something happened, but asking when something happened in relation to something else can provide a fascinating topic of research. For example, we don’t know when Richard Nixon first learned of White House staff involvement in the Watergate burglary.
WHERE	<u>WHERE</u> deals with location. Where the incident took place can greatly affect the story. Assess why the location is unique to your story. How does the setting mold the story?
WHY	<u>WHY</u> is this significant? Think background. Why did this happen? Why did the sequence of events occur? Why does the public need to be informed? Why should people care?
HOW	<u>HOW</u> can deal with a multitude of questions. How did this happen? How are the people affected? How is this being handled? This question can be the most difficult to answer because it’s the most subject to opinion and interpretation.



Once you have answered the 5W's and H, you can start thinking about the actual story and the direction you will take.

Create a working headline and deck that will help you focus on the direction of your story.

-e.g. For a story about the dress code, your headline should be catchy, yet informative, and your deck should be the opportunity to narrow down on your angle.

What is a DECK?

A deck is a short explanation of the article. In the ODYSSEY, it is located directly below the headline and is italicized.

Dressing the part

Clarke County School District students may face a new dress code for the upcoming 2014-15 school year, depending on the verdict of the May meeting of the CCSD Board of Education.

CONDUCTING RESEARCH

Gathering the facts:

Gathering facts can involve just researching your topic using the “journalistic 5” questions. Keep in mind that you should use different kinds of sources to make sure you have accurate information. Don't use only library or internet sources or rely just on personal accounts.

Resources

1. People – Through face-to-face interviews or by telephone or letter (see “Conducting Interviews” in a later part of this stylebook). Human sources can be broken down into two categories:

1. *Experts* – These are the people that will be most knowledgeable about your subject. University professors and doctors are good examples of reliable sources.

KEEP UP WITH THESE PEOPLE. Staying in contact with these people may be beneficial in the future.

2. *Support people* – The people who may not have a degree in the subject you're writing about, but have enough experience in the subject to provide useful information. They also may be indirectly involved or impacted by your topic and can provide a smaller, but different perspective.

2. Internet – Where you can surf the Web using search engines to find information about almost anything, Internet sources should be a last resort. It is the responsibility of the writer to make sure the site is credible (no Wikipedia or untrustworthy blogs).

3. Observation – Your own take on a particular situation

1. Be aware of how your own background, experience and emotions affect what you observe and how you see it.
2. Test what you've observed by examining other evidence. Compare your observations with those of others.

Advanced story writing tips

Checklist for choosing an article

- __ Does the issue relate to campus, regional, or national news issues?
- __ Are there local authorities who can be interviewed on the issue?
- __ Can a poll be taken to determine how area residents or students feel about the issue?
- __ Is the issue an ongoing one that will last the duration of the issue's production?
- __ Does the issue lend itself to illustration with photographs or drawings?
- __ Are enough people concerned about the issue to make it “front page news”?
- __ Can at least five different types of stories be used to cover the issue?
- __ Will the issue lend itself to at least two editorials in which different sides of the issue are examined?
- __ Will the article be informative and educational for you and other students/staff members or does it serve as “fluff”?



WRITING STYLE FACTORS:

- Descriptive words which show, don't tell
- Direct and to the point
- Snappy leads
- Logical effective organization
- Has feeling, voice
- Use humor when appropriate
- Beware of adverbs
- Use logical/emotional appeal
- Active voice
- Try different angles to make mature issues accessible
- Avoid clichés – explain using your own voice

Reader Appeal Factors

- Topic should be one to which audience can relate
- Human interest
- Writing should be true to life
- Should have some angle to make it different

Tips for organization

- Before you begin writing, organize your quotes into broad categories. Example: If you're writing a profile on Head Football Coach Ahren Self, you might organize your quotes into categories such as “childhood,” “beginning to coach,” “challenges he has faced” and “student reactions.”
- Tell a story. Your article should generally flow in the order you would tell the story verbally.
- Explain to yourself why each paragraph falls naturally in the order it does. If you can't think of a reason, you probably need to reorganize.

IMPORTANT

Read your entire draft aloud. Self-edit as you go and make sure the story flows. If a transition or paragraph doesn't sound right, rewrite it.

Interviewing tips

Conducting a personal interview

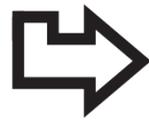
Most articles in the magazine require some sort of interview. How do you conduct a successful interview? Keep these tips in mind as you prepare for such assignments.

Tips for brainstorming interview questions:

1. Start with the basics -- What is the person's title? What makes him/her qualified to speak on this matter? How long has he/she worked in his/her field? How do you spell his or her name?
2. Have a wide variety of questions prepared -- Even if you think you know where you want your story to go, have a wide variety of questions covering several different angles; you might be surprised with the answers you get.
3. Don't be predictable -- Obviously, you need the basic information, but don't ask predictable questions. Think of unique angles you could take and formulate questions accordingly. A bland interview will result in a bland article. As they answer your questions, consider follow-ups that might benefit your story.
4. Throw in a couple of hypothetical questions -- These questions should be related to the topic you are covering, but they may evoke the best responses you get in the interview. Also, ask questions you may already know the answer to. Your interviewee may provide a different perspective.

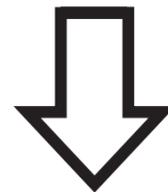
Before the Interview

1. Contact the person, introduce yourself properly, state the reason for the request, and arrange a convenient time (for him or her, not you) to meet for the interview.
2. Do some background research on your subject before you go into the interview.
3. Get your list of questions ready for the interview.
4. Sign out a tape recorder or use the microphone on your cellphone, but make sure you ask your subject before the interview if you have his/her permission to tape the interview.
5. Make sure you have pen and paper – tape recorders are NOT reliable.



During the Interview

1. Greet your subject cordially. Reintroduce yourself and the nature of your meeting. BE POLITE at all times.
2. Allow for some flexibility in the interviewing process. You may ask your subject a question, and in the process of his/her answer, he/she may answer another one of your questions, so don't be redundant – skip the other question. Also, if he/she interjects additional, interesting information, take down those notes. Obviously your subject feels that the information he/she has shared about him/herself is important.
3. Remember it is still your responsibility to keep the interview focused.
4. Thank the person for his or her time when the interview is concluded.
5. Ask the person if you may contact him/her if you have any follow-up questions as you begin to write the story.



After the Interview

1. Transcribe (type up) the entire interview word-for-word, immediately.
2. Write him/her a thank you note. Take these seriously.
3. If you agree to let him/her see the article before publication, YOU MUST FOLLOW THROUGH.

Phone interview:

1. Condense your questions -- phone interviews are generally shorter, so you will probably want to narrow your list to the 10 most important questions.
2. Be personable -- It's harder to convey courtesy over the phone, so be sure you are audibly polite and engaged. Thank your subject before and after the interview.
3. Use speaker phone -- If possible, use a speaker phone so you can record your interview. As always, record your notes by hand for back up.
4. Get his/her address -- At the end of the interview, get the subject's address and send him/her a thank you note.

Online Presence



WORDPRESS

The ODYSSEY Newsmagazine's website is hosted through Word Press, a blog and web-hosting sit.

Through our website we are able to publish articles from each issue as well as exclusive and more timely content. there are several types of user accounts on WordPress, as explained below.

Administrator- Complete control of the site. This account type is reserved for the Web Master, Web Managing Editor, Advisor and Web Editor-in-Chief to edit, add and remove content on the site. Admin accounts can also remove or add other users on the site as well as edit the apperance and visuals/plugins used on the website's interface.

Editor- Editors can publish posts and edit existing posts on the site.

Author- Can publish posts, but cannot edit content published by other users.

Contributor- Submits posts, but does not have the ability to publish them. An Admin, Editor or Author must first edit the piece before publishing them.

Subscriber- No control of the site. Subscribers can only read posts and view the contents of the site.



Facebook

Facebook creates a fast connection between the ODYSSEY and our audience, namely the students of Clarke Central High School. Through the website we are able to post news about our staff, publication and our school.

Often times, it will be requested that all staff members post a specific status to their respective Facebook to help support the ODYSSEY, in addition, be sure to "like" the ODYSSEY on Facebook!



Twitter

Twitter is the fastest way for the ODYSSEY staff to spread breaking news and updates about our magazine and even sports scores throughout the ODYSSEY's fan base.

It is expected that all staff members follow the ODYSSEY's Twitter account (OdysseyNewsmag). All staffers will create a professional Twitter handle for ODYSSEY promotions.

Design

Journalistic design is just as important as writing. The design of a page is what draws readers in. Without an eye-catching design, readers might overlook your story.

To improve your design skills, study professional magazine layouts. Don't be afraid to steal layout ideas from them. Often times, professional magazines have eye-catching yet easily recreatable elements.

Make sure you sketch out your design before ever getting on a computer. A well planned layout will make the process much easier and leaves you with a solid page.

Design, like any other field, comes with a whole new basket of terms, techniques and concepts. This section should give you a basic understanding of the programs we use, as well as the terminology.

Design Terminology

Layout The design of an article's page(s). What is finally printed, a page of text (copy, byline, deck, headline, caption, credits, pullquotes) and visual elements (graphics, photos, cartoons, infographics).

Spread There is a difference between a spread and a layout. A spread is a story over two pages lying next to each other, such as p. 24 and 25. It's important to package the spread and make sure the pages feed off of each other.

Copy Another word used for the main text of your article.

Headline The title of an article. A good headline draws readers in while providing information about the article. The headline should avoid sensationalizing or exaggerating the story.

Deck This is a sub-headline. All articles have them, and they're generally two sentences. They should be catchy and explain the article. Be sure to place your deck in the upper left hand corner of the copy when your draft is going through the editing gauntlet.

Byline The name and staff position of the writer.

Caption The text that accompanies visual elements. Captions are generally next to the photo. Make sure they aren't craptions (terrible, horribly awful captions) and that they are two sentences long. Captions must include a quote that is not already in the article.

Ghost An image that is placed at the end of an article, letting the reader know that the article has ended. For the ODYSSEY, it's a little gladiator head we stole from the Gwinnett Gladiators hockey team.

Headshot We use these in the ODYSSEY for Question of the Month and Viewpoints articles. They're a picture of the article's author.

Pull quote A visual element that enlarges one quote from the copy for emphasis. Should draw attention to an important voice from the article.

Masthead The list of editor and staff positions at the start of the magazine.

Typeface The font style used consistently throughout a publication

Tombstoning Where the headline is centered on the page; never do this.

ADVANCED TERMINOLOGY

Kerning Spacing between letters

Tracking Spacing between words

Leading Spacing between lines

You don't need to worry about kerning, tracking or leading too much. They are already included in the ODYSSEY style palettes in InDesign. However, do not track or kern to fill up leftover space, or to make it all fit on a page. It is noticeable, tacky and obvious you didn't meet your word count.

Baseline The blue baseline grid lines in InDesign.

Stand-off/Spacing The spacing between all elements. It should always be at least 1/6 of an inch, or

Design Concepts

Dominant Element

The largest visual element on the page.

You want each page to have only one dominant element. It should be at least

1/3 bigger than any other visual element

on the page. If you make two or three

similar sized photos, none of them are

dominant. A page of similar sized pho-

tos isn't pleasing to the eye, so choose

the best one and

blow it up to add

some flair to your

page.

“A pull quote can be easily used to draw your reader in, add to layout appeal or break up big blocks of text. Be careful when choosing the quote.”

This is an **orphan**. When a single word jumps to the next line and is isolated alone on a line, it distracts the readers eye and is a negative effect for your page. Kill all orphans by changing the size and location of text boxes or removing useless words in the text.

Readers look at pages and read them in certain ways. We read from left to right, starting at the top of the page. The three terms below should help explain how people view pages.

Mechanical center: Reflects the actual center of the page (middle of the page)

Optical Center: Where the readers eyes go first (top right-hand corner of the page)

Lazy S: The invisible line people follow when they scan a page. Imagine a backwards S spread across the page starting in the top left-hand corner.

BALANCE

Where we choose to put the heaviest elements

1. Horizontal – balance on a center axis
2. Vertical – balances on a center axis avoid because it creates tombstoning
3. Diagonal – balances on a center axis best because it follows eye patterns

White space is actually a part of the elements of design. Professional designers know how to use white space to clean up a messy page and allow the reader to breathe. It's not always best to cram as much as possible onto one page. Always avoid trapped white space.

DESIGNING FOR READER FRIENDLINESS

- Standardize the number of columns. The more columns the better. Whenever setting up a page layout, start with 6 columns.
- Place the most important stories on the right pages (eyes "catch" right pages first).
- Don't crowd pages with stories. Leave ample white space. White space is your friend and can be a powerful design element.
- Make sure headlines catch readers' attention and are directly tied to the story's lead.
- The fire principle: If someone set a fire on the center of your page, every element should have a way to escape. You don't want to trap any elements on your page and have it be too busy.

Dos and Don'ts

- DON'T** make pages look like jig-saw puzzles.
- DON'T** use over-complicated charts or graphs, or confusing graphics.
- DON'T** create a page that is overwhelmingly text-heavy.
- DON'T** reinvent the wheel. Sometimes a simple layout is best.
- DO** use "readable" graphs such as bar or pie charts.
- DO** use sharp, colorful graphics.
- DO** break up big sections of text with such items as pull quotes.
- DO** have a dominant element on a page and preferably 2-3 graphical elements.
- DO** design for eye appeal.



Working with Text:

- Paragraph indentations should be 0.125 inches.
- Do not stretch copy across too wide a space (across more than three columns of a five-column, tabloid-sized page). Try to keep it to two or three columns of text per page.
- Avoid crowding type against column rules or text/graphic boxes.
- When carrying text over to the next column, be certain not to duplicate lines, or chop of the very end of a story (especially if it spills over onto another page).
- Every graphical element and text box should be at least one line in InDesign, or one pica (1/6 of an inch), away from other elements on the page. Pull quotes are the only exception.

Creating Text Boxes:

- Allow sufficient contrast when reversing type to white against a dark background or black over a shaded or colored background.
- Text wrap may create gaps and awkward spaces. Be careful using this tool, and watch out for orphans (single words left on their own line at the end of a paragraph).

Working with Images:

- All images must be properly sized in Photoshop so as to not increase the size of the master once they are placed into layout. Check the dimensions of your photo in layout and then apply the size under image>image size.
- Don't stretch a photo in InDesign. It will be pixilated in print. When resizing a frame in InDesign hold down shift, as this will keep the frame proportional.
- Remember to group (right click > group) multiple graphical elements to make it easier to move them around a page. The more you work with the program the better you'll be.

Resizing Photos or Other Artwork:

- When you scan or resize a photo, always be sure to set the resolution at 300 dpi. Any less than this and the photo tends to be pixilated when it prints.
- Adjust the photo or graphic in PhotoShop, not in InDesign.

VISUAL ELEMENTS

PHOTOGRAPH -- Taken by a camera, and then uploaded to the computer.

GRAPHIC -- Something created in Photoshop or Illustrator, usually using another photo.

INFOGRAPHIC -- A graphic displaying information.

ART -- Anything that isn't a photo, graphic or infographic. drawings, cartoons, etc.



Are the new hall pass policies effective?*

"Yes"
13 students

"No"
284 students

*300 students polled on Feb. 5

FAST-FACT BOX A type of infographic in the form of a box with facts. These are useful for things that are hard to explain in an article without listing them.

Q & A We use these mostly in sports. It takes quotes and presents them with a large visual element. Example: recurring “5 Things” spreads.

PUBLIC OPINION POLL A graphic made from information compiled in a survey of at least 300 students. Student opinion has a good deal of weight behind it. Typically designed in Photoshop.

TIMELINE These can be great representations of a complicated life or story map. Example: Changing roles, Chloe Hargrave, Issue 3, Volume 10.

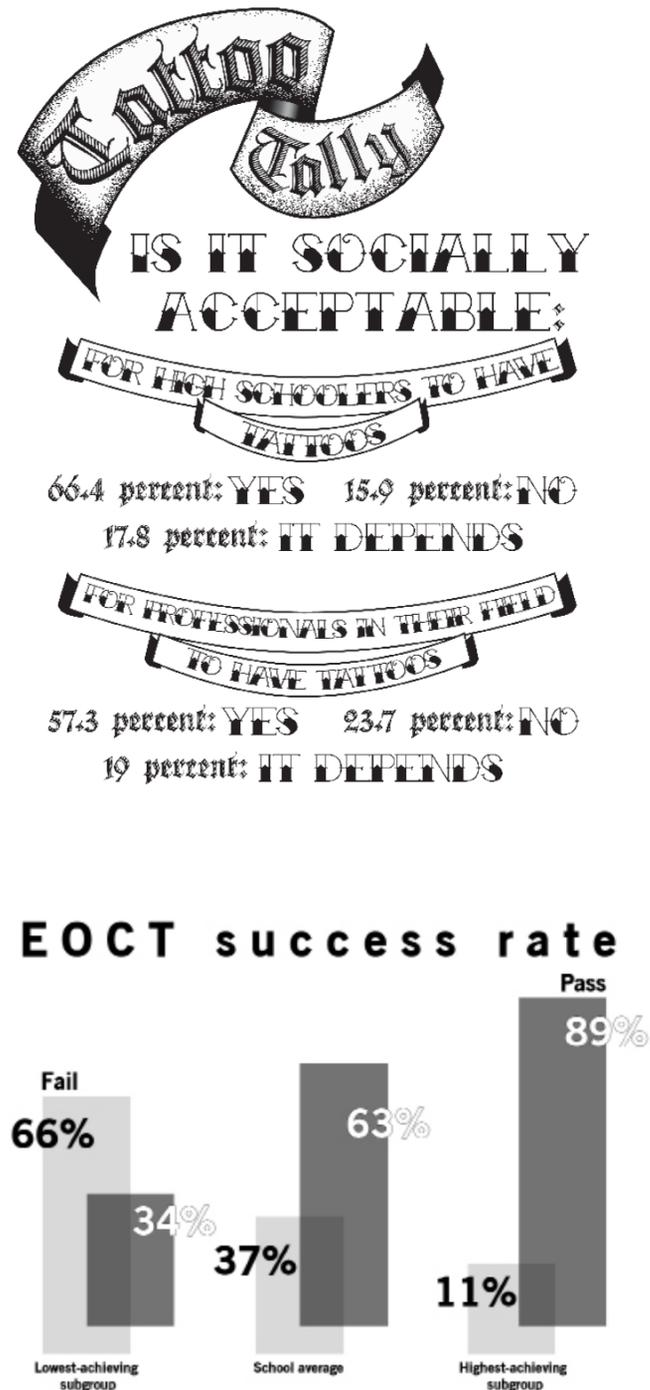
GLOSSARY These are great for articles on the more scientific side of things. Example: Breaking away from block, Hannah Dunn-Grandpre, Issue 6, Volume 10.

QUOTE COLLECTION A list of quotes, usually accompanied by headshots of sources, that display a wide range of views on a given topic. Example: Conflicting opinions, Aaron Holmes, Issue 3, Volume 10.

DIAGRAM Explains how something works, or it can even just be a way to give quick facts. Example: Codeine county, Robert Walker, Issue 4, Volume 11.

MAP Maps help people figure out where places in the article are located, and gives the article more appeal because they give a better sense of the subject with a location. Example: Mixed emotions, Tierra Hayes, Issue 4, Volume 11.

INFOGRAPHICS When you are first assigned your article, consider using an infographic for your page. Sometimes, it might be a better option than a photo. Types of infographics are explained here. Remember: infographics do not use captions.



Design Programs

The ODYSSEY uses Adobe Photoshop CS5, Adobe InDesign CS5 and Adobe Illustrator CS5 in the production of the magazine.

Adobe InDesign CS5

This is used to put the magazine together and is where you'll spend the vast majority of your time when designing your layout.



Selection tool: It's the first tool in the tool palette (on the left side of the screen) and is a black arrow. Use this whenever you need to move something on the page.

To place a photo in InDesign, hit Ctrl + D and it will open a menu. Find your photo in the drop box and select it.

How to switch from Pica's to Inches in InDesign: A pica is 1/6 of an inch, and in InDesign it is your default unit of measurement. To change your standard default unit of measurement:

- Edit --> Preferences --> Units and Increments --> Pull the drop bar down on the vertical and horizontal selections and click inches.

Bleeds: Bleeds are used when a photo runs off the page. By having a bleed you ensure that there won't be any white lining around the photo after printing. Check your bleeds!

How to set up Bleeds:

- File --> Document Setup --> More Options --> Adjust your bleed to .125 inches and make sure it's linked (look at the small box on the lower left hand side of the window, if a small chain link is intact, the image has been linked successfully).

Text Tool: This is also in the tool palette and is the fourth tool from the top. It's the "T" for text. Use this to create a new text box, which then functions similar to a word document.

Also, click this if you want to edit text already on the page, or modify it in any way. Note that when you have this selected, the palette at the top of the page changes where you can modify the text (make it italicized, underline it, change the font, etc.)

Style Palettes: These guys are your best friends. They are located on the right side of the screen under "Character/Paragraph Styles". If you are trying to change the font and the size of your copy to follow the ODYSSEY specs, just click on the corresponding style with your text selected and it does it for you.

Library: This is another useful tool. Open the ODYSSEY library like you would any other document and it appears on the right side of your screen. You can take whatever little touches for your article you need out of here. (IE a ghost, byline copy, etc.)

Linking Text Boxes: If you have too much text for a text box to display, a small red plus sign will appear at the bottom of the text. If this is the case you will need to link this text box with another to make the text fit.

At the bottom right hand corner of every text box is a linking tab. It's a small blue box that's about twice as big as the box that marks the dimensions of the box. To link a text box to another, simply click the box and click anywhere on the text box you'd like to link it to. The missing text will appear inside the newly linked text box.

InDesign Hot Keys

Place: Ctrl + D

Undo: Ctrl + Z

Hide/Show grids and guides:
W

Lock an object in place on the page: Ctrl + L

Group multiple selected objects: Ctrl + G

Select multiple objects on a page by using the mouse: Shift + Left Click

Show Baseline Grid:
Ctrl + Alt + ‘

Text Wrap: Ctrl + Alt + W

Add a page: Ctrl + Shift + P

Text frame options: Ctrl + B

Adobe Photoshop CS5

This is where all the photos get edited, as well as where the majority of graphics are created. You can either open an existing photo or a new document.



To resize a photo open it in Photoshop. Image --> Image Size --> resize the image (not the pixel size!) to fit your spread.
Note: Make sure your resolution is 300.

To find and open a file you start out by opening the "File" tab at the top of the screen.
File --> Open --> Find the file in the drop boxes --> click open

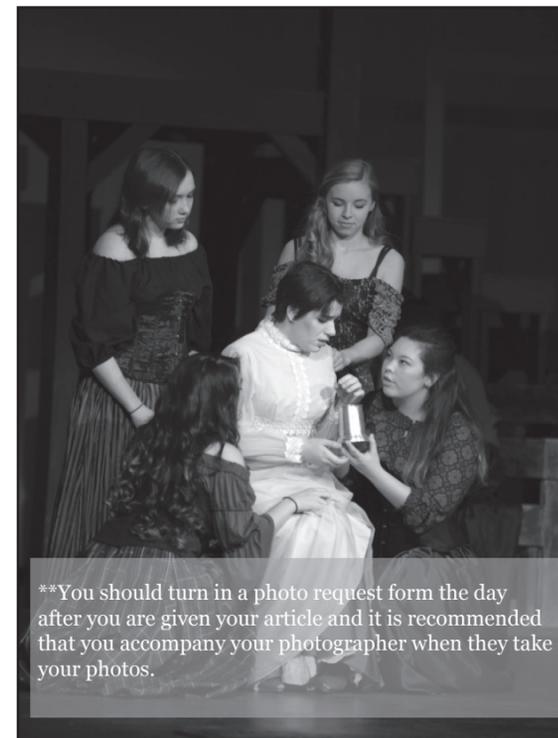
How to turn a photo from color to black and white:
Image --> Mode --> Adjustments --> Grayscale

Then, a trick to make the image crisper,
Image --> Mode --> Adjustments --> Auto Contrast

Lasso Tool: These tools are located on the tool palette which, like InDesign, is on the left side of the screen. It is the second tool from the top on the far left column. If you hold down with your mouse over the icon, you will see there are three types of lasso tools.

The magnetic lasso is the one you will be using the most since it recognizes different shades of color on a photo. To add more to your selection after you've already gone over it once, hold down "shift" and this will allow you to add more of the picture to your selected area. By holding down "Alt" you can take away areas of your selection.

After you select the area you want, right click inside the area with the lasso tool still selected and hit "select inverse". This selects every area on the picture except the area you used the lasso tool on. Then hit either "backspace" or "delete" and it'll cut out the area you selected.



Steps to requesting a photo

1. Brainstorm photo/graphic/cartoon ideas and discuss with section editor
2. Fill out a photo request form, answering the questions with as much detail as possible
3. Email or turn in the photo request form to the photographer
4. Meet with the photographer and discuss what the angle of your article will be to give them a better idea of what kind of pictures to take
5. Check in on the status of your photos periodically, but don't harass the photographer. Your story is not their only responsibility.

Photography

For Writers

- Every article needs its own visual element. (The majority are photos.)
- Use good pictures. If a picture isn't what you wanted, find the photographer and TELL them.
But, you shouldn't have to do this, as you will have talked to the photographer beforehand about your article and what kind of photo it needs. If you have time, go with the photographer and help them out.
- Turn in your Visual requests with your rough drafts to your Section Editor. From there, you and your editor should be in constant communication with the Visual Staff.
- If you check out a camera to take pictures, refer to the photographers section.
By all means do this. Learn how to use the camera. Photographers won't always be there, but don't take their job away either.

For Photographers

- Know the story you're taking pictures for.
- Bring the writer along with you whenever possible.
- Fill the frame of the camera.
- Control the background.
- Include lots of different angles and different distance shots.
You should have a shot from far away, from mid-distance, and up close.
- Try to avoid using the flash.

Viewpoints

The Viewpoints section is responsible for expressing the views of Clarke Central High School students and faculty. Viewpoints topics range from school related issues to personal issues to national issues. The Viewpoints section consists of Question of the Month, Fresh Voice, Thumbs, Letters to the Editor, Our Take and Corrections and Omissions, along with articles written by the Viewpoints staff.



THUMBS

Thumbs is the section of the magazine where the **ODYSSEY** staff gives their opinion on articles from each section. Thumbs should give a brief explanation of what the article is about and should be witty and catchy.

Fresh voice

The Fresh Voice section is where ninth graders who aren't on print staff can express their opinions in the magazine. Fresh Voice writers are usually recommended by ninth grade English teachers and are asked by the **ODYSSEY** staff to write an article.

Our Take

Our Take is the section in the magazine wherein an editor or staff writer writes an editorial intended to display the opinions of the entire staff. An editorial cartoon is usually placed with this column.

Letters to the editor

- Letters to the Editor is the section in the magazine where the student body is able to express their opinions on the articles written in the last issue. However, hundreds of Letters to the Editor do not magically appear in the **ODYSSEY** mail box so here are some tips for getting letters.

Steps to getting Letters to the Editor:

- Bring copies of the issue. Try and get an article from each section of the magazine so all of the sections are covered.
- Hand out the articles to classes and students and ask them to read the article and write a letter. Make sure to ask a variety of students to write letters in order to add diversity.

Each issue must include eight letters to the editor.

CORRECTIONS & OMISSIONS

Corrections and Omissions is where the **ODYSSEY** corrects the mistakes that it made in the last issue like incorrect spellings of names, no photo captions for pictures or graphics, etc. Corrections and Omissions are found by the Viewpoints staff and are documented in the Corrections and Omissions box on the Letters to the Editor page.

When you're out and about:

- When you leave the classroom to get quotes, letters and pictures for Thumbs, Letters to the Editor and Fresh Voice make sure to always remain polite and courteous.
- Always present yourself in a professional manner. Do not cause bodily harm to people who tell you no.
- Be on time. No excuses.
- Don't leave things for the last minute. It will only bring unneeded stress and will put the Viewpoints section behind schedule.

QUESTION OF THE MONTH

Question of the Month is the page in the magazine where students and teachers at CCHS respond to a question that is asked. The Viewpoints section is responsible for coming up with the question and finding people to answer the question. The Viewpoints staff must also get a headshot of the person answering the question. Question of the Month needs to represent the diversity of the student body. Question of the Month must include at least one teacher and four to five students from different backgrounds. This should not be left for the last minute and everyone on the Viewpoints staff is responsible for compiling the questions and answers for this section. Be sure to have a variety of answers and a variety of people asked.

Tips for writing a Viewpoints article

- Base all of your editorials in facts using quotes, news, etc. No baseless accusations or libelous statements.
- Cover all the issues, use specific examples and always double check your facts.
- Always make sure that you attack the issue, not the person.
- Be subtle, logical, reasonable and restrained when writing your article.
- Think of all the angles to your article, especially the opposing view.
- Be fair – you must give the opposing point of view along with your own view.
- Have fun. Enjoy what you're writing about.

ABOUT EDITORIALS

Editorials are based on facts, just like the rest of the magazine. An editorial is not an excuse to rant with no factual base. Do not write your article in first person unless the article is about you. The article should not be a rewritten news story either. Use the facts that you collect or are presented with from different sources to form an opinion on the topic, then construct an argument based on the knowledge that you gained.

Viewpoints layouts

HALF PAGE

Keep your text short and to the point in order to fit a photo caption, a photo credit, a headline, a photo, a deck and a by-line. Make half of the page one column the other half two columns to break up the text. If there is room, a pull quote is also a good way to break up the text, so your readers aren't overwhelmed by the amount of text. If there is an imbalance of ink, try giving your half page layout a 20% grey background, as pictured to the right.



What's wrong with rap?
Contemporary rappers such as Tyga, Lil Durk and 2 Chainz are often blamed for "ruining" rap music when, in fact, their craft is simply a reflection of modern society.

QUESTION OF THE MONTH

What have you learned during Black History Month?

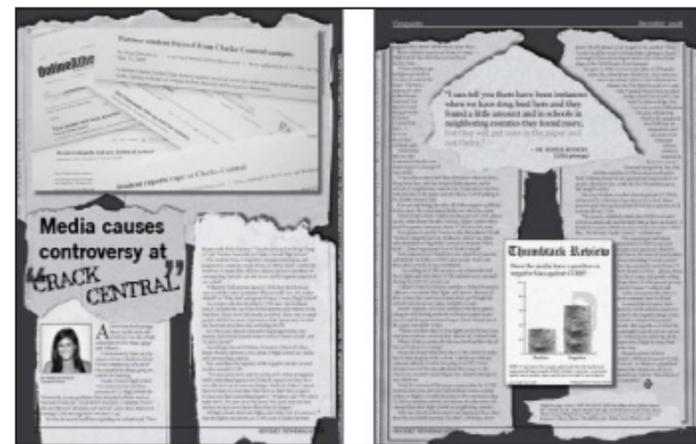
Tales from the Maz
Junior Nick Duwe reflects on his first year owning his car and the bond he has forged with it.

QUESTION OF THE MONTH

What's wrong with rap?
Contemporary rappers such as Tyga, Lil Durk and 2 Chainz are often blamed for "ruining" rap music when, in fact, their craft is simply a reflection of modern society.

FULL PAGE

Find one dominant photo and use it. Using two or three columns helps break up the text. If you have room, add a pull quote, a graphic or one or two small photos, but do not force it if there is no space for it.



Media causes controversy at CRACK CENTRAL

Crackhead Returns

News

News is characterized by its objective telling of events. There is no opinion. It is straightforward. The hardest part about news is getting the facts out in an objective way that people want to read.

The News section of the ODYSSEY includes articles written by people assigned to the section, as well as others, and a News Brief page compiled by the News staff.

Subjective: *As she gazed across the now gracefully landscaped Baxter Street parking lot, Melissa Conroy sighed heavily.*

- The italicized phrase is subjective and should only be used in the features or viewpoints section.
- It is the writer's opinion that the parking lot is "gracefully landscaped."

Objective: *The William Breman Jewish Heritage Museum helped bring Kohn to CCHS after contacted by Goodrich.*

- It is simply stated and it does not bring in the writer's opinion.

Writing a News Story

Getting Started

- Before you start writing, make sure you know what the focus of your article will be. This does NOT mean what your take on the subject is. The focus or angle should be what interests the readers the most.
- When writing a lead, try to find a way to grab the reader's attention without slanting it. Remember that in news writing you shouldn't be stating an opinion. People will read the article to get the entire story, not just your side of it.
- Leads should be around 30 words.
- You should have an interesting and informative quote directly following the lead to draw the reader in and to get the point of your article across.

Body

- Go in an order that makes sense for your article. Chronological order is a good example of an acceptable sequence. It confuses the reader if the information skips around a lot.
- Again, stay objective. Avoid clichés and cutesy phrases. They do not belong in News.
- Choose quotes that show ALL sides of an issue. To only choose quotes from one side is editorializing.

Conclusion

- Sum everything up in your second to last paragraph. Your last paragraph should be a quote that captures the main idea of the article. Your quote should be every bit as interesting as your leading quote.
- Do not slip opinions into your conclusion. You have to stay distanced from the topic through to the end.

In each issue there should be an article covering a club, a school event, a class and a local issue. News staff should attend Parent Teacher Student Organization meetings and Board of Education meetings. At these meetings, events within the community provide good stories for the News section!

Packaging a News Story

Your headline should attract people's attention.

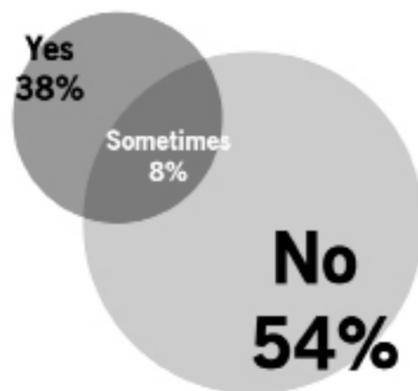
Do not restate your headline or your lead in the deck. Your deck just needs to be basic—state what the article is about and nothing else. **AVOID BEING SUBJECTIVE.**

NEWS GRAPHICS

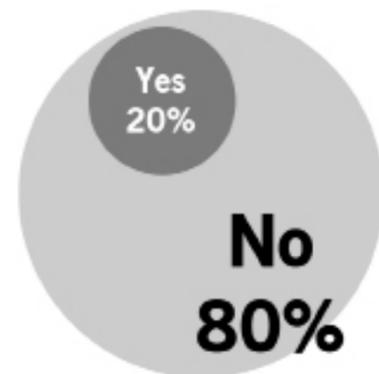
Consider including infographics with photos and captions. They capture people's attention, and even if they don't read the entire article, they will still get information.

News layouts do not have to be fancy like some you might find in Features or Variety. The layouts should reflect the text -- straightforward and simple. However, you can still have fun moving all of the elements around and pulling a few subtle tricks here and there to create eye appeal.

Do you like the new schedule?



Is it an improvement from last year's schedule?



254 students surveyed on Nov. 11

News Briefs

Writing a News Brief

A news brief is a short summary of an event that relates to the school in some way. Preferably, students should be involved in the activity. You want to relate the brief to the students as much as possible in order to get more student names in the publication.

List the names of students by grade level and then in alphabetical order of their last name. For teachers, list them first by department and then by their full name. Do NOT use "Ms., Mr., Mrs, etc."

All names should be bolded the first time they are used. The next time a name is used (after having already been stated), refer to that person by last name only. This goes for writing articles as well.

News briefs are typically around 100 words. They are used to get students into the magazine that aren't usually represented. You should always have a quote in them, preferably from a student, but a teacher is okay, too.

If the brief contains your name or that of another ODYSSEY staff member, use the middle name if possible instead of the first name.

When doing layouts for News Briefs, it's always best to stay consistent.

What goes in News Briefs?

News Briefs includes the following elements:

- 5 Briefs, two of which are 300-word "grey boxes" and three of which are 200 words maximum
- 3 Photos of timely news events, which may or may not correspond to briefs
- A poll of students or infographic (interchangeable with one of the three photos)
- 4 "I head that"s: relevant soundbytes from students, teachers, administrators or community members that pertain to News

Common Mistakes in a News Brief

Misspellings—double check the spellings of all the names

Once all of the news briefs are in the order they will appear in the layout, make sure Clarke Central High School is spelled out in the first news brief and after that, it should be CCHS. This same holds true for all other acronyms. News briefs are indented like paragraphs.

Times are always written using figures. Morning and afternoon are distinguished by a.m. and p.m., respectively. Noon and midnight are referred to as noon and midnight.

Days are always spelled out. Months are abbreviated except for March, April, May, June and July. Only include the year if it is not implied.

Principal Dr. Robbie Hooker is referred to by full name in the first news brief and after that is referred to as Hooker. Same with other names. They are not bolded a second time.

ODYSSEY is always written in AlbertusMT font and in all caps.

Be sure to include "—Compiled by the News staff" at the bottom of the page.

Here is an example of a good news brief:

Welcoming new faces

English department teacher Ginger Lehmann is the newest teacher on the Clarke Central High School staff. Lehmann came to the Clarke County School District after working at Chattahoochee High School in Atlanta, Ga. Before receiving her permanent position at CCHS, Lehmann worked as a substitute teacher for elementary schools in the CCSD. Lehmann is now employed by the CCSD as a full time teacher. She teaches 10th grade Literature Composition and 12th grade British Literature.

"My goal as a new teacher would be that I would like to refresh my old teaching methods and learn new teaching methods from other teachers. For my students, I would like my students to gain confidence because high school students are creative and interesting to teach," Lehmann said.

Features

Features articles are the longest in the magazine and focus on in-depth stories around Clarke Central High School and Athens Clarke County. The issues are usually timeless accompanied by a profile of a student or community figure. Every magazine will have a Feature and a Focus.

A feature is...

- A mix between news and variety
 - objective and informative, yet creative
- Often controversial or dramatic, covering sensitive issues
- The most in-depth to write
- Requires a lot of time and effort
- Allows you to get to know your personal writing style better
- Involves hard editing

Preparation:

Because features articles are longer than others, being very organized and following the specific feature's deadlines that are set in place is imperative. It is important not to procrastinate.

Immediately after you get your article assignment, **RESEARCH** whatever you can about your topic. This will give you informed, detailed questions that will lead to better quotes.

Because of their length and sensitivity, Features will require many in-depth **INTERVIEWS**. Often times, you will find that many follow-up interviews with a central source are necessary.

Organization

Features Deadlines

Rough Draft

Interview list (with status: scheduled, pending, etc.), and interview questions for all people, photo/graphic/cartoon request

Middle Draft

Transcriptions, quote outline, possible headline, deck and lead

Final Draft

Complete draft* (With draft should be a possible deck, headline and the word-count along with your name and page numbers)

* This means that you will have little time between edits to work on a layout. Layouts should be started while waiting for interviews, edits, etc.

Outline

Once your interviewing and transcribing is done, create an outline to help you structure your article. The model of an outline can be modified to fit whatever is most useful for individual writers, however, the basic structure is a flowchart with the topics of paragraphs, and quotes that support the topics. These should be detailed as possible and turned in on middle draft deadline.

Interviewing:

Be very professional and sensitive in interviews. Make sure to explain what your article is about briefly to your source. If a person still has questions, offer to send them a couple of your interview questions to prepare them. Set up a time and location that's convenient for your source.

Interview as many people as possible. A features story should have a variety of diverse voices offering different perspectives and opinions. Get all sides to the story.

Questions:

You need to have A LOT of questions, beyond 20 or 25. Each new topic brought up should have filter questions and follow-ups. Freestyle follow-ups if you can. Once you've asked all your questions, ask "Is there anything else you'd like to add?"

-- Always send a Thank You card and a copy of the magazine when your article comes out!

Structure of Writing

Headline: Your headline should be intriguing and short and should include an action verb and relate directly to a theme or topic in your article. This can often be the hardest part, but thinking of possible headlines ahead of time will help.

Deck: Every article has one, briefly describe the article without giving too much away.

Lead: Often, the lead is the most important aspect in a features article due to the article's length. A lead should pull the reader in and make them want to know more about your topic. There are different leads for different types of articles.

1. Illusion lead -- *"The door to the SOAR Academy has no handle. A buzzer on the wall near eye-level is the only way into the alternative school. A muffled voice crackles from the speaker, asking for a statement of business. A moment later a secretary slowly makes her way down the stairwell to allow entrance into the school."*

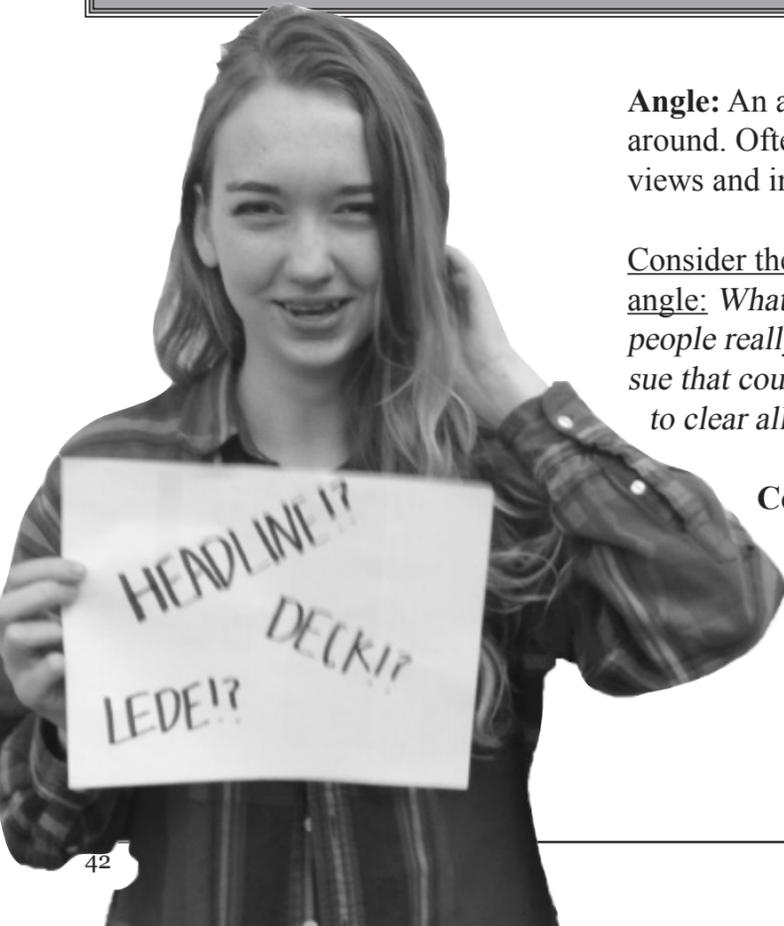
The SOAR Academy is cold and dimly lit, and the school's one long hallway is filled with stagnant air. The old H.T. Edwards Center for Alternative Education was renamed the SOAR Academy in an attempt to rid the school of its negative label -- a school for disruptive students, a warehouse for juvenile offenders."

2. Profile lead -- *"As Georgia superdelegate and Chair of the Democratic Party of Georgia, Jane Kidd voted to support Barack Obama in the 2008 primaries. However, she has been surrounded by politics for her whole life, even before she was aware of her own po-*

Angle: An angle is an objective view to focus your article around. Often your angle will change with the more interviews and information you get, but it should be in your mind.

Consider the following questions when coming up with an **angle**: *What is the most relatable side of this story? What are people really pointing towards in interviews? Is there an issue that could be confusing? How could you focus your story to clear all confusion for the reader?*

Conclusion: The conclusion should be built up throughout the article and have your second most powerful quote and should not be too open-ended or vague.



Layouts

Layouts need to be interesting to keep the reader involved throughout the pages of your article. A dominant photo on the first page with little to no text is a popular design idea. Interesting pull-quotes keep the reader engaged.

Photos

Profiles - Should have many pictures of the person and what they do that you are focusing on (a club, family, job, etc.). Many times people will have pictures they can give you what would greatly enhance the way a reader relates to that person.

Issue-based stories - Often staged, dramatic pictures that play off shadows, darkness or a portrayed emotion. Must be tasteful and effective in your article or else they will not work. Captions are hard for these.

Reviews

How to write a review:

Lead: Should be 30 words or less. Needs to attract your reader and set the tone for the rest of your review.

Intro: Give basic information about what you're reviewing; should be about 45 to 60 words.

Review: This is the base of your article. Pick the positives and negatives of what you are reviewing and write at least two or three solid paragraphs about it. The length of this part depends on whether your review is a half or full page spread.

Conclusion: Should be 30 words or less, like the lead. Needs to summarize briefly your entire review and hit key points that the reader should have picked up.



A subtle power

On her self-titled album, BEYONCÉ, the R&B queen unleashes the Magna Carta of pop feminism.

BY LELA HENKINS
The message of Beyoncé's latest album is clear: society is wrong, and as the self-titled album's opening track states, "Pretty Hurts." On Dec. 13, 2013, BEYONCÉ was released sans promotion, advertisement or any sort of hype. Still, the visual pop/R&B album immediately topped iTunes charts with 14 complete tracks and 17 videos. Within three hours of its release, the album sold 80,000 copies, making it No. 1 on the Billboard 200 within the next week.

According to the album, gender equality is a myth in society and feminism is a means to correct this. The songs on BEYONCÉ all work to find the social empowerment of women just as Beyoncé has done for herself.

Lyrics like "underneath the pretty face is something complicated" from "No Angel" and "feminine, a person who believes in the economic, social and political equality of the sexes" quoted from the TED talk "We should all be feminists" by Nigerian writer Chimamanda Ngozi Adichie sampled on the track "Flawless" all speak of the truths of modern society and the facts as it often overlooked.

Featuring guest appearances from artists such as Jay Z, Drake and Frank Ocean, Beyoncé's polished fifth album makes a statement in pop culture and inspired the voices of countless women in society.

BEYONCÉ, however, is not solely focused on feminism; it also speaks about being carefree on a night out and the importance of having fun. Through songs and videos with strong bass lines and dance-like undertones, Beyoncé emphasizes the necessity of loving oneself. Smooth beats and emotional videos let us know it is okay to let go.

Listening to Beyoncé's lyrics "I'm just human / Don't judge me" fade out at the end of "Jealous" reminds us that no one is perfect. They remind us that we make mistakes, we act before we think, we dangerously lose everything except for ourselves and this is all just a part of being human.

A society that sets rules and expectations in the name for perfection is inherently wrong; it is in the imperfections of ourselves that we find humanity. This contemporary mindset is flawed, not flawless, and in great need of change.

With a reputation higher than anyone's to uphold, Beyoncé has made the ultimate comeback. While achieving the purpose of music as an art form, Beyoncé sends a much-needed message to the world.

Image: The R&B records
Photo: Illustration by Aaron Robinson

Your goal in writing a review is to inform and entertain readers who might want to try what you're reviewing. This could be a movie, restaurant, event or anything. Make your explanation entertaining to keep the reader engaged and give interesting details that most wouldn't usually think of. It is okay to write a negative review, but don't rant. Reviews should be helpful tools for readers. Opinions are good, but an overbearing opinion can set off your reader.

Variety Design

What do you want to make your page appealing?

- A cohesive spread that flows
- Creative text that matches the theme of the article
- A large, dominant photo or design element that draws the reader's attention

Don't make your spread too wordy or text heavy. Pictures and graphical elements are important so a reader doesn't get overwhelmed.

Important things to remember about design:

For Variety, design is very important. Layouts need to draw readers in -- creativity is key. Keep things new and don't recycle old layouts from previous issues. The Variety section should be edgy.

Tips for getting layout ideas:

Look at professional magazines and see what new designs they use. They can give you good layout ideas that are appealing to readers.



Sports

There are three types of sports stories: profile, game coverage and news-based. Profile stories highlight a specific person in the local sports community. Game coverage shows results and key plays of games. News stories cover all aspects of the sports realm.

Throughout this process, an angle should arise on its own. If it does not, then after collecting every piece of information, reread it all. Try to put together the story in your head as if you were the reader. Share your research and findings with the other writers on your staff, and ask their opinion. Talk to your editor/Ragsdale.



HOW TO WRITE A SPORTS STORY

Below is an example of an appealing layout.

Photography

Unlike a photographer that's shooting an inanimate figure, a sports photographer is constantly monitoring his or her surroundings to capture any "moments." A moment is described as any significant event related to the subject being photographed (a goal being scored, a fight breaking out, fan interaction, etc.) Game shots are always preferred over photos taken during practice.

Tennis Upheaval in Athens

Athenians of all ages have been frustrated by inadequate tennis facilities. Thanks to a SPLOST project several years in the making, however, they have reason to be optimistic.

By [Name]

Of all sports, tennis is the one that almost anyone can play. It's a low-impact, low-cost activity that can be enjoyed by people of all ages. In Athens, Georgia, however, the lack of tennis facilities has long been a frustration for many residents. Thanks to a SPLOST project, several new tennis courts are being built, which is a cause for optimism.

At the Clark County Tennis Center, which is set to open in the next few months, there will be 12 new tennis courts. The center will also have a pro shop, a lounge, and a parking garage. The center is located on the site of the old Atlanta-Fulton County Stadium, which was demolished in 2004.

The new tennis center will be a welcome addition to the Athens area. It will provide a place for people to play tennis and enjoy the outdoors. It will also be a great place for people to watch tennis matches.

Clark County Commissioner Joe Tate said, "We're excited about the new tennis center. It will be a great addition to the Athens area and will provide a place for people to play tennis and enjoy the outdoors."

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Clark County Commissioner Joe Tate said, "We're excited about the new tennis center. It will be a great addition to the Athens area and will provide a place for people to play tennis and enjoy the outdoors."

The Lead -- Don't bury the lede:

The lead can be one of the most difficult things to write because it must capture the readers' attention. Unless you have already thought of a lead, it is easier to write your lead after most, if not all, of your story is written. Sports Illustrated writers have strong leads; look at their feature articles for good examples. Your lead should be 30 words or less.

Most important quote -- Find the emotion:

The most important quote should be placed directly after the lead. It should hint on the issue at hand, and give readers a taste of what the article is about. Be sure to tie the quote into the story in a relevant manner. You can say the facts yourself, but let the emotion come directly from the source.

Introducing the issue -- Be a fan:

After the most important quote, explain the issue. If you confuse readers or you are not clear, you will lose them. Use a quote from a professional if it adequately describes the situation. Readers are more likely to trust a professional's word than yours. Don't root for your team, but root for a good story. If you like what you are writing, people will more likely enjoy reading it.

Voice each side -- Let them talk:

At this point in the article, you will need strong transitions to go from explaining what happened to getting into each sides' opinion on the issue. Smooth transitions are key. Make sure to quote the most important people involved on each side. Be as clear and concise as possible. It will be much easier for your readers to figure out what's going on in your story if you pay very careful attention to your use of pronouns. Get quotes from all sides of the story. These people have something to say.

The conclusion -- End strong:

The conclusion of your article has to give the reader a sense of closure on the issue. Using the second best quote to end the article is the most effective method.

SPORTS STORY WRITING TIPS

1. Find your angle -- the standpoint of your article.
2. Always interview Athletic Director, head coach and athletes.
3. Check all statistics that are included in the article.
4. Use strong action verbs.
5. Keep “discussion” of the sub-points of the article to a minimum. There is a clear distinction between reporting and editorializing.
6. Don't use cliché phrases.
7. Refrain from any kind of “analysis” of the team, game or season.
8. A good sports article should read like the game is actually being played.

INTERVIEW QUESTIONS

If you were the reader, what would you want to know? Ask detailed and specific questions pertaining to the issue. The coaches and administrators at CCHS are very easy to work with, and as long as you are flexible with them, they will be happy to do an interview with you, but you do want to stay in good standings with them. If you do, they will give you more than enough information.

Oftentimes, getting meaningful quotes from players is the hardest part of interviewing. You may have to ask a the same you have already asked to get a better response.

After transcribing all of your interviews completely, look through the quotes and highlight the most important parts of each interview.

Have your Thank You cards prewritten before the interview, so that you can give them to your interviewees at the end of the interview. The people you interview are much more likely to help you again if you present them with a note expressing your gratitude.

Fact Check:

Make certain all facts and statistics in the story are 100% correct. Make sure you don't have contradicting facts from different sources.

Interview all parties involved:

- Administrators
- Students
- Teachers
- Athletes
- Coaches
- Athletic Director
- Parents
- Doctors
- Trainers

THE ODYSSEY SPORTS SECTION STYLE GUIDE

WORDS THAT ARE CAPITALIZED:

1. JV team (an abbreviation)
2. 1A Central State Championship, or 1A Central Conference (proper names)
3. Athletic Director Dr. Jon Ward

WORDS THAT ARE NOT CAPITALIZED:

1. varsity team, or junior varsity team
2. state meet, state tournament, state competition, or state champion
3. coach, or captain
4. freshman, sophomore, junior, senior

ABBREVIATIONS:

1. We do not use abbreviations for schools unless the name has been spelled out first in the beginning of the article. Abbreviated second references are acceptable for familiar schools.

CCHS, NEVER refer to it as “Central”, “Clarke Central” or “CC”.

APOSTROPHES:

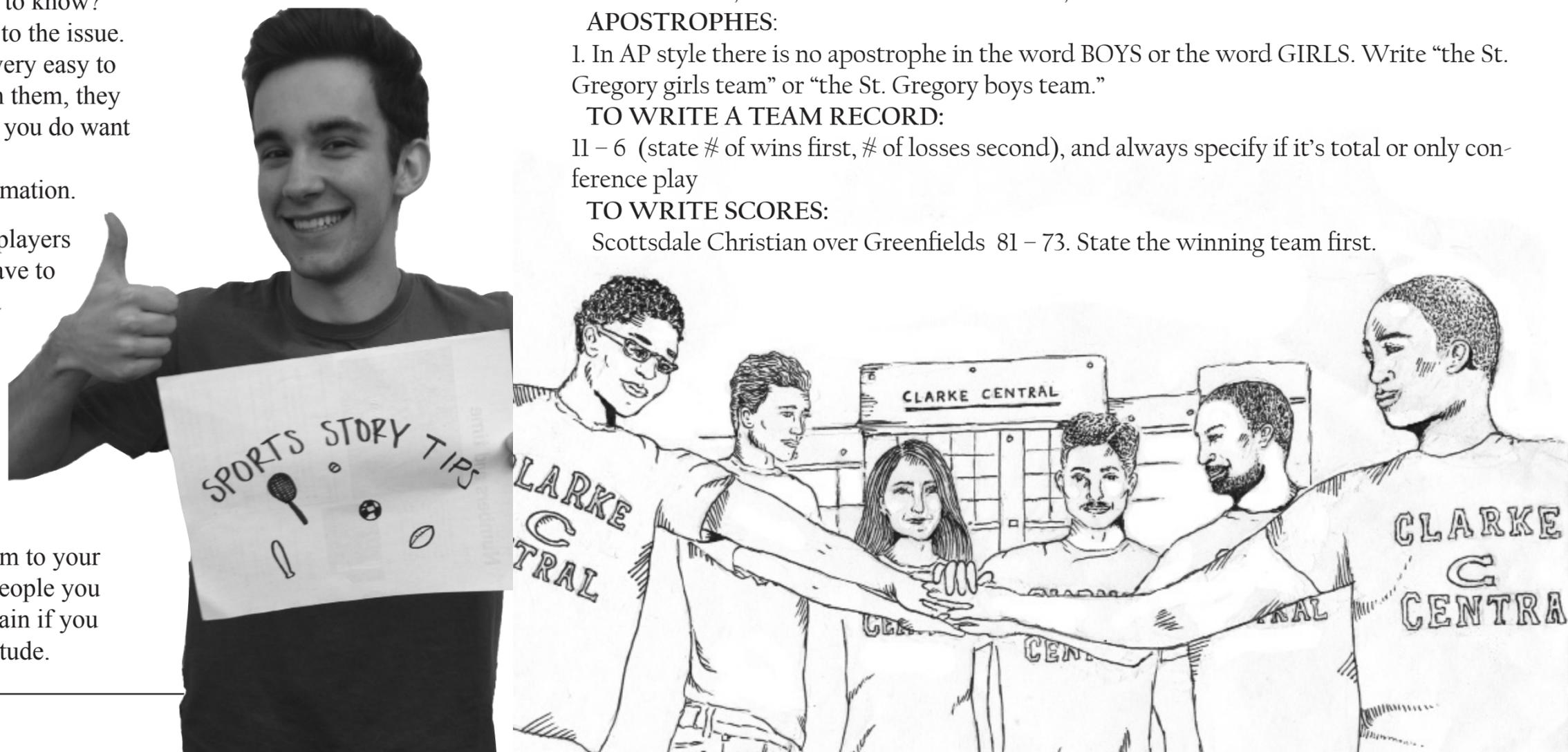
1. In AP style there is no apostrophe in the word BOYS or the word GIRLS. Write “the St. Gregory girls team” or “the St. Gregory boys team.”

TO WRITE A TEAM RECORD:

11 – 6 (state # of wins first, # of losses second), and always specify if it's total or only conference play

TO WRITE SCORES:

Scottsdale Christian over Greenfields 81 – 73. State the winning team first.



THE ODYSSEY SPORTS SECTION STYLE GUIDE

USE A LOT OF QUOTES IN SPORTS ARTICLES!

ABSOLUTELY NO:

1. Editorializing sports articles
2. Never use “best” or “worst”.
3. Avoid phrases like “looks like they will be”.
4. Do not express “Congratulations” or “Good Luck” sentiments.
5. Never refer to a CCHS team as “our team”.

NAMES IN PRINT:

Position, First name, Last Name: head varsity tennis coach Stephen Hinson.

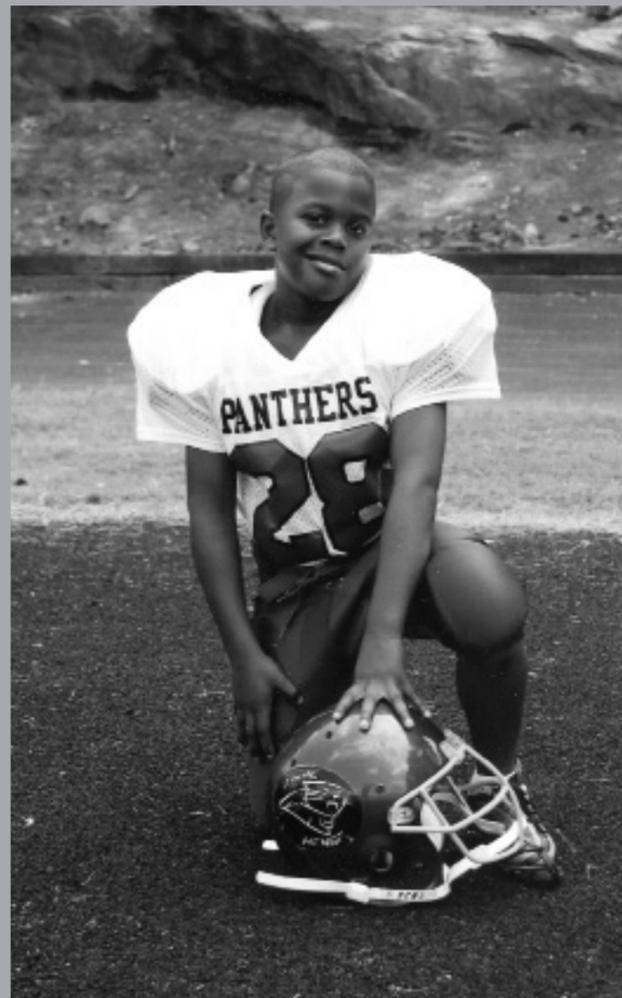
In your first quote, use full name. After that, use only last name.

—> example: first usage - Dr. John Menke

—> subsequent usage - Menke

NO: Judy or Jay (first names only), or Ms. Weller (use of titles)

unless more than one source has the same last name or you’re writing a human interest story. .



SPORTS BRIEFS

Make sure to use timely or timeless news for briefs. Examples of briefs are awards won, records set, future camps/games etc. Here are the rules for setting up sports briefs.

- Bold and center all titles
- Include captions and credits for all graphics and photos
- Photo captions should be off the picture, not inset
- Names of athletes and teachers should be bolded and listed in alphabetical order in each brief.
- Drop caps for the two mini stories should be two lines

2012-2013 ODYSSEY Staff Contract

Name _____

Date _____

Participation in the **ODYSSEY** requires students to take responsibility and exhibit a high degree of maturity and good judgment.

As members of a group that produces a concrete product that will be distributed to and read both by students and adults, those named to the staff can expect to be held to accepted journalistic standards and ethical practices.

As individuals, they are recognized by many as representatives of the magazine, whether actually on assignment or not.

Signing this document shows that you agree to the rules listed below:

1. I will not take advantage of the freedom given to staff members to leave class in order to cover assignments and do other work for the paper. I will not use journalistic duties as an excuse for doing assignments for other classes, playing around outside of class, disturbing other classes or leaving campus.
2. I will meet deadlines for assignments, rewrites and other newspaper projects. If I find that it may be difficult or impossible to meet a deadline, I will inform the editor and/or adviser at the earliest possible moment, realizing that there will be consequences in the form of my grade for my inability to meet said deadline or produce said article for the paper.
3. I agree to show loyalty to the staff and the newspaper. I will not “put down” the publication or staff decisions, nor make use of any privileged information I may have gained in an unethical, unkind or “gossiping” way outside of Room 114. I will respect the integrity of my publication, the team excellence, ethic of my fellow staffers and will work to promote unity rather than division within the team. I agree to provide coverage within the publication that is at all times fair, objective, complete, honest and not in any way libelous, contemptuous, obscene or in questionable taste.
4. As a representative of the newspaper staff, I agree to abide by standards of good behavior, avoiding rudeness and disrespect to both students, faculty, guest and those we interview. I realize the ability of a student press to cover sensitive issues may be questioned if individual staff members are observed acting in a childish or irresponsible manner.
5. I understand that as a staff member, I will need to accept story and work assignments which require out-of-school time to complete. I agree to spend the time necessary, at the time it is necessary, for optimum production progress and to meet the deadlines of the class and the printer, Greater Georgia Printers. I further agree that if I am ill or unavoidably absent when my assignments are due, I will notify the editor and adviser as soon as possible and make the necessary arrangements to complete the work.
6. I will wear my staff press pass every day to class and bring my staff stylebook each day. I will maintain the cleanliness of my lab station at all and my section table.

I understand that failure to abide by the terms of this pledge will result in negative consequences in my grade for this class and could lead to my dismissal from the staff or other disciplinary action.

Signed _____
(student)

Date _____

Signed _____
(faculty adviser)

Date _____