News Story editor checklist

Headline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Byline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Edited By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Organization | Checklist | Corrections or Suggestions |
| --- | --- | --- |
| Spelling | All spelling is correct in the story.  |  |
| Punctuation & Capitalization | Each sentence uses proper punctuation and capitalization. |  |
| Subject/Verb Agreement | Subjects and verbs agree in the sentence.  |  |
| Sentence Structure | Sentences are clear, factual, and concise. Each sentence contributes to the story.  |  |
| Content | Checklist | Corrections or Suggestions |
| **Headline** | The headline of the story captures the reader's attention. |  |
| **The Lead** | The lead paragraph tells the who, what, where, when, why, and how of the story.  |  |
| **Supporting Paragraphs** | The supporting paragraph adds greater detail. It might include interesting facts or a quote. |  |
| **Conclusion** | The news story contains a wrap-up, conclusion, or ending. |  |