

NEWS STORY EDITOR CHECKLIST

Headline: _____

Byline: _____

Edited By: _____

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