

Proofing Your Article

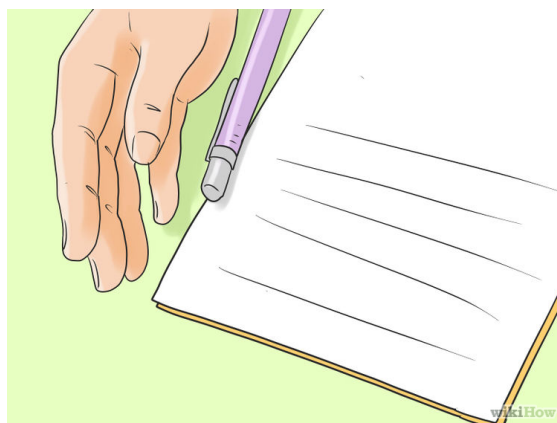


1.

1

Check facts before publishing. Whether you're writing a news article professionally or for a school assignment, your article isn't complete until you've checked all your facts. Having incorrect facts will immediately discredit your article and could hinder you as a writer.

- Be sure to double check all the facts in your news article before you submit it, including names, dates, and contact information or addresses. Writing accurately is one of the best ways to establish yourself as a competent news article writer.



2.

2

Ensure you have followed your outline and have been consistent with style. There are several styles of news articles and journalism from objective reporting to Gonzo (A style of journalism where the reporter describes the events in a subjective manner, usually through a first person narrative).^{[5][6]}

- If your news article is meant to convey direct facts, not the opinions of its writer, ensure you've kept your writing unbiased and objective. Avoid any language that is overly positive or negative or statements that could be construed as support or criticism.
- If your article is meant to be more in the style of interpretive journalism then check to make sure that you have given deep enough explanations of the larger story and offered multiple viewpoints throughout.



3.

3

Follow the AP Style for formatting and citing sources. Journalists, and therefore news articles follow AP Style for sources and citations in most cases. The AP Stylebook is a journalist's textbook and should be consulted for proper formatting.^[7]

- When quoting someone, write down exactly what was said inside quotations and immediately cite the reference with the person's proper title. Formal titles should be capitalized and appear before a person's name. Ex: "Mayor John Smith".^[8]
- Always write out numbers one through nine, but use numerals for numbers 10 and up.
- When writing a news article, be sure to only include one space after a period, not two.^[9]



4.

4

Have your editor read your article. Even if you have gone through your story several times and think that everything is squared away, you should let another pair of eyes take a look at it. In addition to finding any spelling or grammatical errors, your editor will be able to help you trim down certain sections and simplify awkward sentences.

- You shouldn't submit any news article for publication without first letting someone take a look at it. An extra pair of eyes can double check your facts and the information to ensure that what you have written is accurate.
- If you are writing a news article for school or your own personal website, then have a friend take a look at it and give you notes. Sometimes you may get notes that you want to defend or don't agree with it. But these should be listened to. Remember, with so many news articles getting published every minute you need to ensure that your widest possible audience can easily digest the information you have provided.