

## This Week's Focus: Deadlines? What Deadlines?

If there's one recurring challenge the majority of journalism staffs from around the country face, it's figuring out a way for them consistently to meet deadlines. Unfortunately, there are no easy solutions to this problem, but there are some things you can try. First, break bigger projects into smaller interim deadlines so early on editors can see where problems might lie and nip them in the bud. Second, empower more students to make edits so everything doesn't bottleneck on one or two people. Finally, create incentives for students who meet or even exceed deadlines. Bonus points? Candy? Paper plate awards? The ability for editors to skip "work nights" because they're done with their tasks? Any and all might work.

### THE LESSON: CREATE A DEADLINE CALENDAR

In small groups, have students brainstorm solutions for problems regarding missed deadlines. From what part of the process do the problems stem? What consequences do you currently have for missed deadlines? Are those consequences effective? What kinds of things would motivate your staff to succeed?

### FIND IT AT JEA.ORG Organizing your staff

#### Description

Students will research other media staffs around the country to see how they structure their programs. They will interview staff members from other schools and compile a list of pros and cons from those staffs' point of view. Students will then analyze the information.

#### Objectives

- Students will interview peers from around the country.
- Students will examine the arguments for different staff structures they discover.
- Students will select the structure they think will work best for their staff and explain and defend their position.

#### The link

The link to the full lesson is [HERE](#). NOTE: This lesson is available free to **everyone** during the dates listed at the top of this page. Want to have access all the time? If you're not a member yet, consider joining JEA today for access to all of the resources.



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## C:JET fall issue to arrive soon

Quarterly magazine mailed to all JEA members

*Communication: Journalism Education Today (C:JET)*

edited by Bradley Wilson, MJE, provides educational perspectives to Journalism Education Association members on a wide variety of topics. The 32- to 48-page quarterly JEA magazine presents articles and packages about reporting, writing, editing, photography, design, typography, trends, advertising, fundraising, public relations and ethical standards as well as articles and packages about technology and pedagogy pertinent for journalism educators.

The fall 2023 issue features an article from Louisa Avery, MJE, about how she helps her students to succeed. Avery has five steps for building a program in which students are both empowered and trusted. "The hardest part of my job is not to speak. Step back and keep your mouth closed. Trust them, and they prove worthy of trust," she said.

The fall 2023 issue also features an article from Debra Klevens, CJE, about how she motivates her staff through the use of praise. Klevens said one of her favorite teachers taught her a valuable lesson: "Raise the praise, minimize the criticize."



## You've Got Style

Suggestions from Cindy\*

### ABOUT THOSE PARAGRAPH INDENTATIONS

Writers often hit tab to indent a paragraph or even the old school five taps on the spacebar. The default tab is usually one-half inch. In a typical column of text, that's too much. A standard indent is one pica. If you are not familiar with the term pica, it is a traditional printer's unit of measurement.

Six picas = one inch.  
12 points = one pica.  
That means 72 points = one inch.



**1 inch = 6 picas = 72 points**

When you choose type sizes, they are all in points.

For the proper paragraph indent, you can set a tab to one pica or if you use InDesign, set the first line left indent so that your indentation looks proportionate and pleasing in your publications.

\* Style pro Cindy Horchem, CJE, is a retired adviser and the current JEA business and projects coordinator