

Table of Contents

[Credits](#)
[Introduction](#)
[Statement of Purpose](#)
[Open Forum & Prior Review](#)
[Staff directory](#)
[Publication Frequency/Format](#)
[Publication Calendar/Rotation Schedule](#)
[Distribution](#)
[Coverage](#)
[Attribution, Confidential Sources & Off the Record Comments](#)
[Sensitive topics](#)
[Grievance Procedures](#)
[Correction Policy](#)
[Advertisements/Ad payments](#)
[Staff organization](#)
[Editorial Board](#)
[Ownership of Work](#)
[Course Requirements](#)
[Summer workshop](#)
[Equipment contract](#)
[Grading Procedures](#)
[Food/Drink](#)
[Respect](#)
[Language](#)
[Attendance](#)
[Deadline extensions](#)
[Sign out Procedures](#)
[Consequences](#)
[SPJ Code of Ethics](#)
[Conclusion](#)

[Job Descriptions 2013-2014](#)

talisman

Staff Manual, 2013-2014

Credits

Talisman gives special credit to the following individuals and organizations who have allowed us access to and use of existing staff manuals:

The Newspaper Staff Manual, by Steve Matson

Arlingtonian Staff Manual, Upper Arlington High School (Ohio), 2009-2010

The Word on Waynesboro Staff Manual, Waynesboro High School (Virginia), 2008-2009

A Practical Guide to Graphics Reporting, by Jennifer George-Palilonis

The News Writer's Handbook, by Rob Melton

Introduction

As student journalists, we believe in the freedoms of the press and expression guaranteed in the First Amendment of the Constitution. It is our responsibility to uphold these freedoms in a fair and decent way; since we have been granted these freedoms, we also have a responsibility to produce work that is consistently at a high standard. *Talisman* staff members have the responsibility to learn business and public relations skills through selling advertising and remaining financially solvent.

As students in a high school classroom, we believe it is our responsibility to put together a document that allows us to learn about ourselves, to develop friendships and professional relationships with those around us, to learn about journalism in a happy and safe work environment, and to enjoy being teenagers.

Statement of Purpose

Talisman is a publication of the student body and therefore has a responsibility to reflect student, school, and community affairs. It will strive to inform, entertain, and inspire its readers in a broad, objective, and accurate manner.

Talisman also provides an open forum for the opinions of the Delaware Hayes High School student body, *Talisman* staff, the faculty, the school and district administration, and people in the community. The purpose of the forum is to encourage the exchange of ideas and opinions on issues of importance and significance to the readers.

Open Forum & Prior Review

Talisman has been designated as an open forum for student expression by the Delaware City Schools Board of Education. As such, student staff members are responsible for the final decisions regarding all newspaper content. It will not be reviewed or restrained by school officials prior to publication or distribution.

Student staff members determine the content of the newspaper and all unsigned editorials; therefore, material may not necessarily reflect the opinions or policies of Delaware school officials.

Hayes administrators may not control content prior to publication, although they may offer advice on sensitive issues and will offer criticisms that are warranted following publication.

Staff directory

Text?

Publication Frequency/Format

Talisman will be published roughly every four weeks beginning in September, roughly eight times a year. *Talisman* is printed by Ohio Community Media. The cost of the printing is covered by advertising sold throughout the year and other fundraising campaigns. The newspaper is printed on a modified broadsheet newsprint and varies in length from 8-16 pages.

Publication Calendar/Rotation Schedule

In general, *Talisman* publishes every four weeks, on Fridays. A normal publication calendar runs 20 school days. Students are responsible for being familiar with the publication calendar and knowing what assignments or drafts are due on which days. Each issue, staff members will be given a copy of the specific rotation schedule for that issue.

Distribution

The newspaper is distributed free of charge to all students and faculty by *Talisman* staff, in

addition to central office administration, middle school students, and advertisers. A small amount of newspapers is also made available to community members through distribution at local businesses.

Parents and community members may become patrons of *Talisman* and receive a subscription by mail for a donation of \$15 or more.

All students will be responsible for assisting with distribution on Distribution Day. Students will deliver newspapers to common distribution points throughout the school, as well as delivering stacks of newspapers to each classroom and office throughout the building.

Students who have sold ads for each issue are responsible for mailing or dropping off issues to advertising clients within the first week after distribution. If a student does not distribute to advertising clients as required, that student's advertising grade may be negatively affected.

Talisman exchanges newspapers with several other local high schools. These papers will be mailed by a staff member within one calendar week of Distribution Day. Any high schools who would like to exchange with *Talisman* should contact the staff to set up the exchange.

Coverage

Talisman is a publication of the Advanced Journalism class at Hayes High School. All staff members will be required to participate in putting together *Talisman*. A staff member may not be covered in an article unless he/she is a key person to the story.

Talisman will attempt to cover all aspects of the school; however, coverage will depend greatly on an item's local news value (how important or interesting it would be to the majority of the newspaper's readers). *Talisman* editors determine the news value of all material.

Trivial news stories such as gossip columns, horoscopes and advice columns will be avoided because of the narrow audience they serve and the probability of libelous material. Senior wills may appear in the final issue of each year but will be scanned and edited for potentially harmful content.

Talisman will not print material, opinionated or otherwise, which is libelous, irresponsible, advocates an illegal activity, invades an individual's rights to privacy, or which is deemed in poor taste by the editor-in-chief and/or editorial board under the guidance of the adviser. The staff will strive to give balanced coverage of each issue about which they write, as well as of the school community in general.

The student journalists of *Talisman* will strive to be fair. They respect the dignity, privacy, confidentiality, rights, and well-being of sources. They do not ridicule, humiliate, or embarrass others through the paper. They shun prejudice and avoid bias of all kinds. They strive to maintain a professional distance in writing stories (other than reviews and opinion stories) by discounting their own opinions, interviewing individuals outside their circle of friends, etc.

Any articles that deal with a controversial topic will cover all sides of the issue. Staff members will strive to talk to all relevant sources for every story, including editorials. They will work to contact numerous sources for every story. They will avoid talking to sources that could compromise their credibility, including limiting their interviews to those within their circle of friends.

Editorials

Talisman is an open forum for Hayes High School and its community. The opinions expressed in this newspaper are those of student journalists, and do not necessarily represent the opinions of any school governing body, including the newspaper adviser, the school administration, the board of education, or the faculty. Editorials appearing in *Talisman* without a byline represent a consensus of the staff. Bylined opinion pieces are the opinions of the stated authors.

Opinion content will be found on the Views pages. Opinions that appear on other pages, such as columns, will clearly indicate the material is the personal opinion of the writer through inclusion of the

writer's headshot.

Talisman will publish constructive criticism which is supported by facts and logical solutions. Opinion writing critical of a policy, action, or viewpoint will provide practical suggestions for an alternative solution to the problem.

Letters to the editor

Students, faculty, administrators, parents, or others in the school community are encouraged to react to printed material or to comment on matters of concern through signed letters to the editor.

Talisman welcomes letters to the editor on any topic of concern or interest to the Hayes High School community. All letters must be signed and fewer than 250 words. All materials are subject to editing for libel, obscenity, poor taste, spelling, punctuation, grammar, style, and space. *Talisman* staff members may not submit letters to the editor.

In the event that too many letters to the editor are submitted, staff members may choose to publish a representative number. *Talisman* staff may also choose not to publish letters that are wholly inappropriate.

All letters to the editor will be verified before submission to ensure accuracy.

Obituaries

Should a current student or faculty member die at any time during the current coverage period, *Talisman* staff will treat the death in a tasteful manner. A short obituary with the individual's name, school activities, date of birth, and date of death will appear in the news section. The staff will obtain permission of the deceased's family before printing any information about the cause of death.

A staff member will contact the family and/or close friends of the deceased to gather and verify factual information for the story. If available, a head shot of the deceased will be printed with the obituary. If a death occurs after a newspaper has gone to print or over the summer, the obituary will be printed in the next issue of *Talisman*. This treatment will provide an adequate testimonial to the individual for those closely associated while not overemphasizing the death for other readers.

The death of any former student may or may not result in the publication of an obituary, based on that student's current impact on the school culture. In the event that *Talisman* deems it appropriate to print the obituary of a former student, the same guidelines listed above would apply.

Attribution, Confidential Sources & Off the Record Comments

All credit will be given where credit is due. Quotes will be reported accurately and in the context in which they were made. Quotes will never be made up. Falsification of quotes or dishonesty about a quote's source may be grounds for immediate removal from staff.

All quotes will be attributed to a source. Reporters must not promise confidentiality to a source for any reason without the consent of the adviser and editor-in-chief. Confidential sources should be used only in stories of vital public interest. Confidentiality should only be granted if there is a real danger of physical, emotional, or financial harm to the source should the source reveal his or her name. The reporter and editor-in-chief should have the facts and the source's name before confidentiality is granted.

Whenever possible, information given by a confidential source should be confirmed by at least one other credible source.

Confidential sources must follow the same guidelines as named sources; reporters may not use a source confidentially that would not be approved if the source was named (for instance, a reporter's close friends or the reporter himself/herself).

Sensitive topics

Controversial and/or sensitive subjects, based on the need to inform the public, may be dealt with in *Talisman*. Before assignment of a controversial or sensitive topic, the editorial board will decide if there is a genuine need to print the story. (Reader interest alone does not merit a need to print a story.) The editorial board will then recommend how the subject will be handled and how the story will be developed. Controversial and sensitive topics must represent opposing sides of an issue fairly. Upon completion of the story, the editorial board will determine if the material is printable or if revisions are needed.

Grievance Procedures

When a complaint is received from a reader or source, the editor will discuss the complaint with the reporter involved. If the editor is not satisfied that the reporter accurately stated the facts or accurately quoted the source, the editor may order a correction in the next issue.

All complaints should be referred to the editor, who will determine the method of handling the problem. Staff members should never raise their voices or become abusive to a complainant. If the person should become abusive, transfer him/her to the adviser immediately.

Correction Policy

Talisman never knowingly publishes inaccuracies. In the case that *Talisman* reporters inaccurately represent the truth in an article, a correction will be printed in the next issue. It is the wish of all *Talisman* staff members to represent their subjects fairly and professionally, and a correction should be published in any instance where this does not satisfactorily occur.

If an individual outside of the staff calls into question something that is published, they should never be guaranteed a correction will run. All corrections must be approved by the adviser or editor-in-chief.

Advertisements/Ad payments

Staff members will be responsible for selling \$150 in advertisements throughout the course of the school year, divided up by grading period (\$50 for each first and second term, \$25 for each third and fourth term). Staff members will have the opportunity to sell during summer camp before school starts and throughout the school year. Staff members who reach their \$150 quota early in the year will not be required to sell additional advertisements.

Staff members sell ads based on information relayed during class. Staff members may also sell ads to friends of their family members who own or represent local businesses. Occasionally, a lead for an advertisement may be brought to the Adviser's attention; in these instances, the Adviser may forward that lead to a staff member based on convenience, need, or prior effort.

When selling advertisements in the community, students should prepare ahead of time and dress appropriately. Gym shorts or other casual attire are discouraged. Students should use common sense when it comes to attire and understand that their behavior reflects the publication, the adviser, and the school.

Ad contracts must be filled out completely and turned in by Day 1 of the Rotation Schedule. Payment does not need to occur at that time, but payment should occur prior to publication unless the staff member and the business have received prior consent from the adviser. The staff member who sold the ad is responsible for obtaining ad copy and graphics from the business and delivering it to the

Advertising Manager at least three days prior to the Design Deadline for advertisements. The Advertising Manager should design the ad him/herself or assign it to a different designer. The Advertising Manager is ultimately responsible for making sure that the copy, design, and appearance of all advertisements meets the expectations and requirements of the business; any problems or issues should be communicated with the adviser.

Staff organization

The staff will be led by the editor-in-chief who will be appointed by the adviser following an application/interview process. The Editor-in-Chief will be responsible for leading discussions, planning for articles and design, editing articles as well as writing his/her own assignments and designing his/her own pages. S/he will also be responsible for final decision-making when questions arise, though s/he can base decisions on staff consensus and guidance from the adviser. Prospective editors-in-chief should be prepared to commit significant time to this job.

Other editorial leaders on the staff will include the following: A Managing Editor will assist the Editor-in-Chief in day-to-day duties and responsibilities. An Art/Graphics Editor will oversee all photography, cartoons, and infographics assignments. An Advertising Manager will ensure that advertisements are being sold and financial needs are being met. An Online Editor will oversee the general well-being of the *Talisman* website and social media accounts. Section Editors will assist staff members as stories get written and edit all copy before the newspaper goes to print.

Editorial Board

The Editorial Board of *Talisman* will consist of the EIC, the Managing Editor, the Layout Editor, the Online Editor, and the Art Editor, and the Section Editors. While the adviser may offer guidance, suggestions and feedback, the Editorial Board makes all final decisions regarding content of *Talisman*.

The adviser will work with the Editorial Board to make decisions regarding any consequences that staff members may face for specific actions.

The Editorial Board will meet weekly to discuss any issues or grievances that have been brought to light. Meetings will occur on Monday afternoons at 2:30 p.m. or at another time designated by members of the Board. While the Editorial Board may have impromptu meetings during class time to discuss small issues, these meetings should never take the place of the weekly afternoon session.

Ownership of Work

Talisman, as represented by Hayes High School, has the rights to any published and unpublished work done by the staffers if the work was done as a staff assignment. *Talisman* has unlimited use of all work. The act of joining a publication staff indicates approval of this policy.

The adviser may authorize or permit the reselling of a single copy of published or unpublished photographs. The photographer will not receive compensation for this sale.

Classroom Procedures

Course Requirements

Each staff member will write at least one article (often two) or complete the equivalent in other tasks, such as photography, polls, drawings, etc., per issue.

At the beginning of the school year, students will be given access to the digital Publications drive

on their school computers and to *Talisman's* online database (stored within Google Docs). Students will save all individual work in these folders, including first drafts. Articles should be typed in Google Docs, given an appropriate suggested headline, and saved under an easily located title. Articles must be typed before the beginning of class on the final due date.

Ultimately, anything that is published in *Talisman* is the responsibility of the editor-in-chief and the managing editor, so with the adviser's guidelines, these students will be responsible for final decisions about what goes into the newspaper. The editor-in-chief and/or the managing editor must approve all articles, including any significant changes to article topics.

Summer workshop

All staff members will be required to attend summer workshop. Summer workshop dates are given to a staff before school is adjourned at the end of each school year. Unexcused absences from summer workshop may cause a student to fall behind on expectations, potentially affecting a student's grade.

Absences from summer workshop must be communicated directly to the adviser in advance. Legitimate reasons for missing summer workshop include family emergencies, family vacations, and other unavoidable conflicts. Staff members must do everything in their power to adjust work and personal schedules accordingly in order to participate in summer workshop and summer advertising sales.

Equipment contract

All staff members will be responsible for using the newspaper's cameras to take pictures as needed for their assigned articles, unless another staff member has been assigned. Staff members and their guardians will be required to sign a liability form before any equipment may be loaned out to them.

Students and their parents are financially responsible for any damage done to the equipment while in their care.

Grading Procedures

Advertising requirements will be 10% of a student's grade, and 15% of the grade will be determined by attendance and participation, as recorded by the adviser. The remaining 75% of a student's grade will be determined by the staff member's quality of work for each printed and online issue of *Talisman*. Because so much of their work is visible to the community, students should strive to produce work that is A or B quality. Work that is consistently of a C or lower quality may be cause for a student being removed from staff.

Grading policies may fluctuate throughout the school year.

Food/Drink

In the past, staff members have been allowed to eat food at the tables in the Journalism Lab. Please take the time to clean up after yourselves and put trash where it belongs. Do not expect others to clean up your messes.

Students who do not keep food and drinks away from the computers may be liable for repairing computers if damage is done due to spillage.

If, as a whole, the staff does not do an exceptional job of cleaning up after themselves, the adviser may prohibit the use of food/drink in the Journalism Lab.

Respect

Let's respect each other. A publication environment is naturally stressful, so it is important that staff members work together to constantly make sure that all staff members feel comfortable and safe within the doors of the Journalism Lab. Do not interrupt one another when we have discussions. If you mistakenly interrupt someone, apologize politely and let him or her finish.

During discussions, it is important to note that there will often be disagreement. It is equally important, however, that staff members disagree with ideas instead of individuals.

Language

Using the right words for the right occasion is the journalist's job. Please be respectful and professional in your speech. Though many things you could say are protected speech, not everything you say is respectful or professional. Profanity, vulgarity, or insults are inappropriate in the classroom. If a student uses profanity, vulgarity, or insulting or derogatory speech, s/he will conference with the adviser about how to change the unacceptable behavior. If the speech is immediately insulting or offensive to other students in the room, the adviser may step in to moderate or ask a staff member to leave the room until he or she can act appropriately.

Attendance

When the bell rings, please be in the classroom ready to begin announcements for the day. This will allow us to maximize the amount of time we have to work each day. Students who are absent are responsible for checking with the EIC or the adviser about missed work, announcements, etc.

When an absence corresponds with a deadline, students will still be expected to get their work submitted. Staff members who think they might miss an upcoming deadline day should submit work early or submit via Google Docs by the beginning of class time on deadline day. In the event of an emergency or a severe illness, absent staff members should contact the EIC or the adviser via phone or text message to conference about the missing work.

Deadline extensions

Meeting deadlines is incredibly important for the timely publication of the newspaper. Students who habitually turn in stories, photos, or graphics late hurt not only their own grades in this course but the overall publication schedule and quality of the finished product.

If a student knows ahead of time that a deadline will be missed due to an extenuating circumstance (late-breaking news story, rescheduled interviews, etc), he or she should fill out an Excuse Contract and turn in at least 24 hours prior to deadline. Students who choose not to fill out an Excuse Contract or who submit stories late without substantial reason will be penalized for missing deadline.

If a student discovers after the school day is over that s/he will not meet deadline the next day due to an appropriate circumstance, s/he must text the adviser personally to explain.

Students who habitually turn in assignments late may be subject to additional consequences. If a student misses deadline for more than one issue, he or she will conference with the adviser to discuss the student's options for continuing in the class. In most instances, students who miss three deadlines in a year will be removed from the publications staff, which may result in automatic failure of the course.

Sign out Procedures

All students will be required to carry the appropriate press passes at all times when leaving the room for interviews, etc. Students will be given a permanent press pass at the beginning of the year and are responsible for keeping the pass in good condition and accessible for using when necessary. Any students who lose their press pass must gain explicit permission from the adviser before leaving the room (in the form of a written press pass). Students may not borrow another staff member's press pass.

Press passes may also allow a staff member to gain admission to sporting events in order to take photographs or gather information for a story. Only students who are writing a story about a specific event or team or taking photographs of that event may use a press pass. Press passes may not be used to gain free admission for any other reason.

Staff members who abuse the privileges of a press pass may have their press pass revoked, or in severe cases, may face removal from staff.

Consequences

Any student who abuses the responsibilities in this manual may be subject to immediate consequences for their actions. Some consequences include, but are not limited to: forfeiture of press pass, grade deductions, and removal from staff. Students who have questions about these policies should approach the adviser prior to any issues arising.

While *Talisman* is a classroom environment that provides many learning opportunities for students, it is also important to note that *Talisman* staff members hold a tremendous responsibility within the school community. As such, decisions regarding breaches of this manual must be made with the entire staff's interest taken into account. It is never the goal of the organization to remove anyone from staff; however, it is in the organization's best interests to ensure that *Talisman* does not put itself in a position where it could be legally challenged or ethically compromised. *Talisman* must also ensure that staff members contribute to these goals & uphold their individual responsibilities. All decisions to remove a staff member will be made with these goals in mind.

SPJ Code of Ethics

Staff members are responsible for acting professionally at all times. Staff are also required to uphold all tenets of the Society of Professional Journalist's Code of Ethics, which can be found online at <http://www.spj.org/pdf/ethicscode.pdf>.

Conclusion

No set of guidelines can cover every possible situation. Student journalists must use common sense and good judgment at all times. Students may also refer to the guidance of the adviser or school administration to facilitate difficult decisions.

This staff manual tries to cover as much as possible to help the journalist and make the year run smoothly. However, it is a working manual; it may be changed from year to year to adapt for new ideas and adjustments.

talisman

Job Descriptions 2013-2014

Editor-in-Chief

Overall Responsibilities: Meetings, Design, & Distribution/Printing

- works closely with the adviser to plan each issue
- runs editorial and staff meetings
- supervises and helps layout editor & graphic designer
- represents *Talisman* at meetings in or out of school
- ensures that *Talisman* is efficiently delivered to the school community, both students and faculty
- leads an evaluation of every issue of *Talisman* in a staff meeting
- takes charge and makes sure necessary things get done
- takes credit for *Talisman*'s successes and accepts responsibility for *Talisman*'s problems

The Editor-In-Chief establishes a **team approach** to publishing the newspaper, making sure that all members of the staff – editors and writers – work for a single purpose: to publish the best high school newspaper possible. The EIC organizes training sessions for all members of the staff, both editors and writers, as he or she deems necessary for staff members to continually grow and improve throughout the school year.

(**SPECIAL NOTE:** While much of *Talisman*'s work is accomplished during school hours, the Editor-In-Chief often has to spend longer hours, especially as *Talisman* nears the printing stage. Therefore, transportation must be necessary.)

Managing Editor

Overall Responsibilities: Supervising Writers, Advertising, & Publication Calendar

- maintains open communication with all editors, writers and the adviser
- hears writers' ideas for stories, reviews story ideas already generated, and determines which writer will work on which story
- supervises and helps section editors
- plans a production calendar for every issue
- meets with staff members to generate story ideas
- holds staff members accountable for turning in material on time
- with help from section editors: reads, edits, and reviews all content in *Talisman* before it goes to the printer
- takes the lead on challenging, difficult, or sensitive story ideas

Layout Editor

Overall Responsibilities

- manages the technology of *Talisman*
- works with staff members to supervise the layout and placement of every section and page
- arranges and places advertising on appropriate pages
- checks each final page design before handing pages to adviser
- knows the Adobe Creative Suite software and is able to train other staff members in its use
- takes responsibility for designing the layout of special features
- collaborates with artists and designers to block layout of individual pages
- supervises designers and assists with the page design of each issue

- works with Editor-in-Chief to evaluate layout of each issue

The layout editor is a key person in the total success of *Talisman*, so this editor must be an exceptionally responsible person and team player, one on whom everyone can depend to do an excellent job.

Art Editor

Overall Responsibilities

- responsible for supervising artistic content of *Talisman*
- works closely with artists, writers, and designers to determine art content on specific pages
- works with staff members to brainstorm editorial cartoon ideas
- meets with photographers and writers to plan and assign photos
- takes photos or design art based on staff availability
- ensures that photographs and art are thoughtful, creatively composed, and meet deadlines
- communicates continually with the EIC and other staff members to ensure that art meets the intended visual effect for each issue

(SPECIAL NOTE: The Art Editor’s job is to advance the visual effect of *Talisman* without being distracting or unprofessional. In order to accomplish this task effectively, communication is the most important part of the Art Editor’s job. An Art Editor must be willing to constantly communicate with all other editors to determine where art is necessary and what type. This process will also be closely linked to the Layout Editor’s artistic vision for each issue.)

Online Editor

Overall Responsibilities

- responsible for managing the online edition of *Talisman*
- designs and organizes online pages
- understands how the website functions and is able to teach those skills to staff members
- instructs and assists other members of the staff in contributing to the online *Talisman*
- supervises updates and ensures that students are updating content effectively
- maintains an up-to-date presence on the Web
- adds new content, deletes out-of-date material, and develops appropriate links

(SPECIAL NOTE: *Talisman* is currently developing the best appropriate way to showcase itself on the Web. The Online Editor will be responsible for helping to make those decisions once school begins and for helping to determine what *Talisman’s* online presence should look like and how to best accomplish those goals. The Online Editor need not be proficient in Web Design, but should be able to learn basic skills in those areas under the direction of the adviser.)

Business Manager

Overall Responsibilities

- cares for the circulation of *The Talisman*
- designates local businesses to serve as “drop spots” for each issue
- takes charge of newspaper distribution, in the school district and the community
- manages financial status of *Talisman* account
- deposits advertising and fundraising money into account
- fills out requisition forms before newspaper publication and invoices after publication
- works with the adviser to plan, organize, and advertise all fundraisers
- organizes *Talisman* binder to keep accurate records

(SPECIAL NOTE: In the event that *Talisman* does not have a Business Manager, the tasks of the Business Manager may be reallocated to different staff members or completed by the adviser.

Advertising Director

Overall Responsibilities

- maintains list of prospective clients with client information
- communicates with prospective clients
- negotiates advertising space and applies the appropriate rates
- meets with the adviser before finalizing an advertisement to determine its appropriateness
- obtains advertising copy, collects payment or sends bills for each advertisement
- oversees the size and placement of every ad
- works with layout editor or graphic artists to design advertisements, if necessary
- works closely with business manager to keep accurate records

(SPECIAL NOTE: The positions of Business Manager and Advertising Director are very closely linked. These students may anticipate leaving school often during *Talisman* class time to communicate with businesses and accomplish their job descriptions. Because of these responsibilities, they should have personal transportation. They will also need parental permission to be able to leave school property as necessary. These students will work closely to ensure that *Talisman* maintains a positive financial status.)

Section Editors (Sports, News, Features, Views, Entertainment)

Overall Responsibilities

- specializes in one part of the newspaper (news, views, entertainment, features, sports)
- meets with Editor-in-Chief and other section editors and determines how the content of *Talisman* will be organized, who has responsibility for each section of the content, and what expectations each section should meet
- generates story ideas, hears writers' ideas for stories and reviews story ideas already generated
- makes sure that all writers know their deadlines and communicates with them periodically
- communicates with EIC and adviser about concerns with staff writers or content
- helps any writer who needs help and works with the writers to produce copy that is interesting, articulate, and appropriate for *The Talisman*
- responsible for newspaper copy in their section
- works with staff writers to ensure that timely progress is being made on all stories
- copies and formats all articles so that they are ready for placement in *Talisman*
- ensures that staff writers know appropriate story lengths

Staff Writer

Overall Responsibilities

- contributes story ideas during staff meetings
- plans, writes, and proofreads assigned stories
- communicates regularly with editor-in-chief during the writing process about concerns, challenges, and delays
- knows all deadlines and works ahead to make sure writing stays on track
- helps any other writer who needs help and works with other staff members to produce copy that is interesting, articulate, and appropriate for *Talisman*
- works with the EIC to edit all copy and formats all articles so that they are ready for placement in *Talisman*
- works with Layout Editor to facilitate with layout and design as necessary
- fills in for photography editor to take necessary photos
- assists senior editorial members in all reasonable requests

(**SPECIAL NOTE:** The role of Staff Writer is generally reserved for first-year staff members who are hoping to step into leadership roles in the future. As such, a reporter should be willing to fill in and learn many different parts of the newspaper process, but will not be expected to be an expert in any one area. In some cases, Staff Writer may be assigned to senior students who are new to the production process or who feel unsure about their ability to step into a more prominent role.)

Photographers

Overall Responsibilities

- responsible for taking photographs that complement other people's articles
- may also propose to the EIC ideas for self-contained photo stories
- works with writers, art editor, and designers to visually plan layouts
- develops a schedule of where and when appropriate photographs will be taken
- uploads, archives, and edits photographs for each issue according to art editor's system
- maintains an assortment of Hayes-related photographs suitable for posting on the online edition of *Talisman*
- uses insight and initiative to take interesting and appropriate photographs of all aspects of student life
- works closely with *Delhi* staff to collaborate photographs

Artists/Graphic Designer

Overall Responsibilities

- responsible for designing art that complements other people's articles
- proposes ideas for graphically interesting elements
- works with writers, art editor, and designers to visually plan layouts
- works with art editor to discuss, review, and revise ideas for art
- scans and archives artwork according to the art editor's system
- works with advertising director to design ads, if necessary
- uses insight and initiative to design appropriate elements that are cohesive to the publication