

ODYSSEY

2012-13



Staff Manual

ODYSSEY

STAFF MANUAL

2012-2013

The ODYSSEY Staff Manual provides instruction and explanation of the staff's procedures -- it breaks down everything from the production of the magazine to the standard protocol of Room 114. Each staff member is expected to thoroughly read and understand the content of this guide and must keep their copy of the manual with them at all times during class.

Every publication has a specific style within its writing, design and process of production – this booklet is your guide to the ODYSSEY's style. To maintain consistency in our magazine and understanding among our staff members, we use this as a foundation for our work. This 52-page guide is a helpful tool for both newcomers and veterans alike and will be referred to many times throughout the year.

Included in this manual: tips to improve writing, interviewing and designing; major AP style laws to abide by; descriptions and duties of the Editorial Board positions; classroom procedures outside of magazine production; and in-depth guides to the five sections -- Viewpoints, News, Features, Variety and Sports.

Highlighting and annotating this guide's pages are highly recommended; in addition, there is a reserved section for notes in the back.

ODYSSEY

The ODYSSEY is published monthly. Published opinions do not necessarily reflect the views of anyone other than the staff.

The ODYSSEY is a student produced newsmagazine, published with the intent to inform, entertain and give voice to the Clarke Central High School community, as well as to educate student journalists. Each issue is an open public forum for student expression under the guidance of a faculty adviser.

Student journalists are provided with opportunities to investigate, inform, interpret and to evaluate: all traditionally accepted functions of the press in America.

The ODYSSEY staff is committed to reflect the mission statement set forth by Clarke Central High School. The goals of the staff are to provide fair, accurate news and commentaries, as well as to serve the interests of the school and Athens' community.

Advertising must conform to the guidelines set forth for editorials. Publication of advertisements does not indicate an endorsement by CCHS or by the ODYSSEY staff.

Students pictured in advertisements are not given monetary compensation. All advertising rates are available upon request from any ODYSSEY staff member.

The ODYSSEY is a member of the Quill and Scroll Honor Society, Georgia Scholastic Press Association, Columbia Scholastic Press Association, National Scholastic Press Association, and Southern Interscholastic Press Association.

Corrections of errors and omissions will appear in the next issue.

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Digital Managing Editor:

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Business Manager:

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Public Relations Manager:

Austin DeFoor

Viewpoints Editor:

Dory Macmillan

News Editor:

Loran Posey

Variety Editor:

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Sports Editor:

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David A. Ragsdale

ODYSSEY NEWSMAGAZINE

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Masthead

A masthead is a list, usually found on the editorial page of a newspaper or magazine, of the members of the newspaper's editorial board. If no editorial board exists, the masthead will often feature a list of top news staff members. Some mastheads also include information such as the publication's founding date, slogan, logo and contact information.

A borrowed term, a masthead in the shipping industry is a brass plate would be affixed to the main mast of a commercial sailing vessel. This plate contained the name of the owner or owners of a ship.

Editorial Policy

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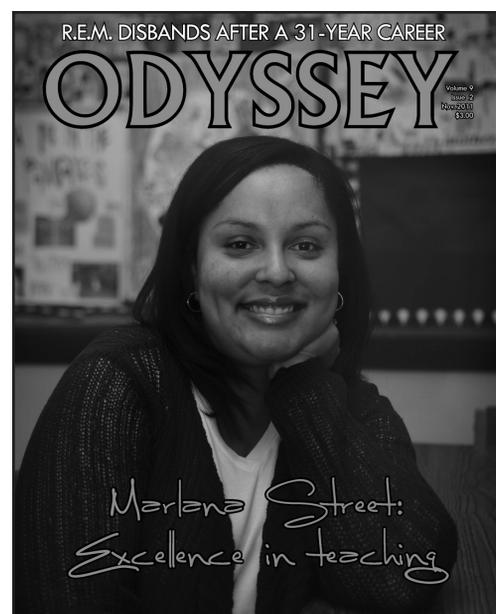
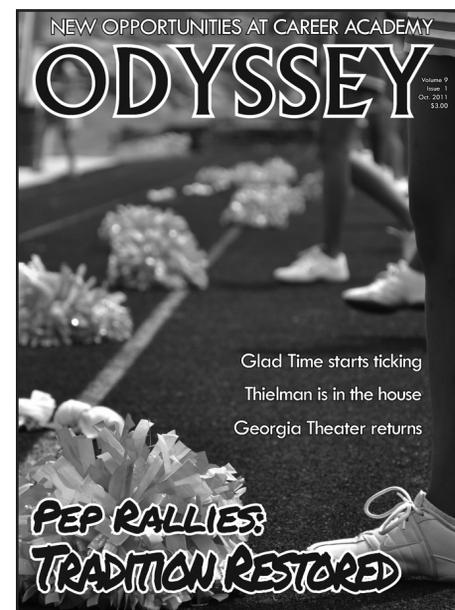
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The ODYSSEY Stylebook 6

This section serves as an introduction to the journalism class. It contains helpful explanations of the Editorial Board's positions, the staff email and classroom procedures.

ODYSSEY and AP Style 12

Before writing and editing, develop a concrete understanding of this section. These grammar, capitalization and punctuation guidelines are imperative to writing and editing on staff.



Basic Writing Tips 20

Advice for all of the early stages of writing are listed here, so don't overlook this section. Steps to journalistic writing are highlighted and the five W's and one H are also explained here.

Advanced Writing Tips 22

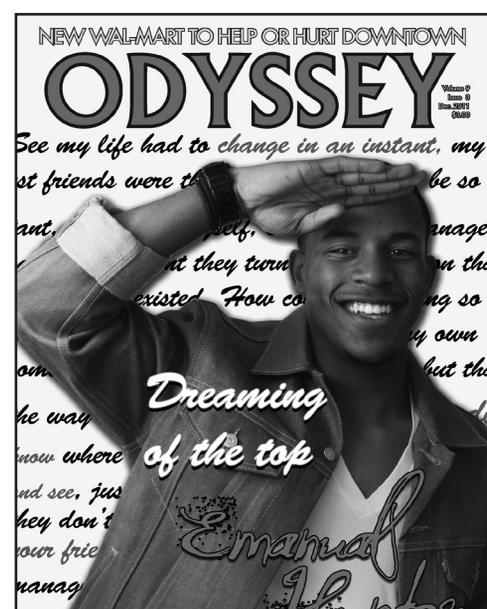
Included is a check list for choosing an article and advice on how to find your unique voice in your writing. Having organization as you write and considering reader appeal are important to keep in mind.

Interviewing Tips 23

Interviews are where the bulk of most articles come from. A bad interview can equal a lousy article. Learn how to conduct a successful interview through these established guidelines and procedures.

Digital Presence 24

Journalism has evolved to keep up with the technological changes around the world, and it's often hard to keep up. This section will break down the ODYSSEY's website, Facebook and Twitter.

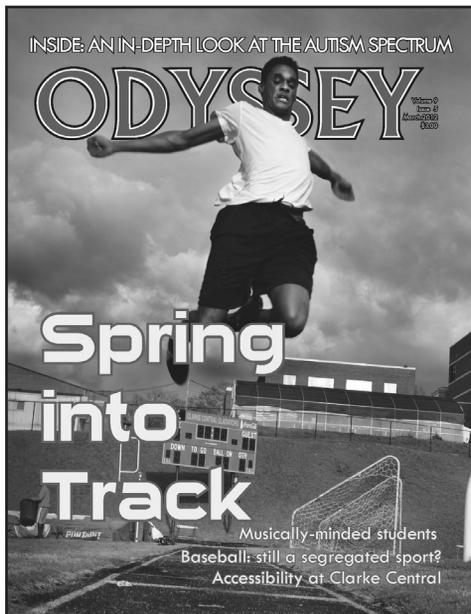


Design and Photography Guide 25

In journalism, design is as important as writing. Here you'll find explanations and general tips about creating well-designed pages. Help with Adobe programs Photoshop and InDesign are included, as well.

All About Viewpoints 33

Understand all the puzzle pieces that combine to create the Viewpoints section -- "Question of the Month," "Letters to the Editor," "Fresh Voice," "Central Speaks" and more. Also learn how to write an effective editorial/opinion piece.



All About News 36

Everything you need to know about News is here -- all of the style needed in "News Briefs," ways to write objectively and how to include the use of graphics and pictures for effective layouts.

All About Features 39

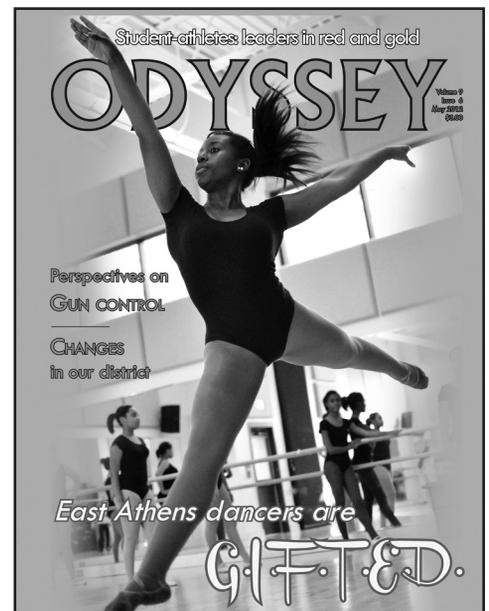
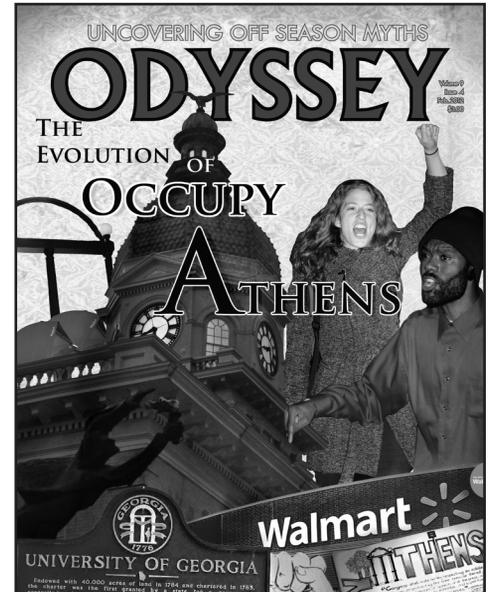
In this section, you'll find specific design techniques and various leads to show how unique Features writing can be. Features deadlines and the difference between issue-based and profile stories are also explained.

All About Variety 43

Get an introduction to the entire Variety section, including how to write reviews, how to write for the alternative news section, how to construct the "Cultural Buzz" page and how to create unique, eye-catching layouts.

All About Sports 47

Here, the different types and process of sports writing, the techniques and styles used in sports briefs and ways to interview coaches and players to get the best responses are all addressed.



Editorial Board

Editor-in-Chief

The Editor-In-Chief is virtually responsible for every aspect of the newspaper – from initial planning to distribution of the final copy in print. However, there are a few key tasks that the Senior Editor performs:

- Establish the **ODYSSEY** work schedule for the year
- Establish deadlines for articles, ad copy (with Business Staff)
- Serve as head of the Editorial Staff and facilitate staff meetings
- Represent the “collective voice” of the **ODYSSEY** in all public arenas, such as Our Take and Letters from the Editor
- Provide leadership of and responsibility for the magazine and its staff
- Display knowledge and share experience in all areas of the paper
- Direct critical review following each issue publication
- Assist advisor in the interviewing and recommendation of individuals for staff positions for following year
- Sits in during firing/hiring sessions, some peer evaluations



Digital Managing Editor

The Digital Managing Editor is the right hand of the Editor-in-Chief and is responsible for nearly all aspects of production. Specifically these relate to:

- Managing Web staff evaluations, staff work logs and conferences
- Responsible for helping Web reporters adhere to deadlines
- Copy editing
- Managing any Web staff conflict
- Leading brain storm sessions for Web articles
- Taking minutes at staff meetings
- Edits articles for the Web at Middle Draft deadline

Print Managing Editor

The Print Managing Editor must edit and proof read each article before it can be placed on its page. They must ensure that all articles are proofed multiple times before being placed in their respective layouts -- at least once by the reporter, once by the section editor, once by the Print Managing Editor, and once by the Editor-in-Chief. The final read through is done by the adviser, who will ultimately sign off the article as complete. They must fully master the AP and **ODYSSEY** style books and have access to each at all times. They must frequently update the **ODYSSEY** style book to reflect changes in journalistic writing. The Print Managing Editor edits drafts for the print at Middle Draft deadlines.



Business Manager

Responsible for the financial health of the paper; must make sure all ad copy assigned to the month is correct, finished, approved and placed on its appropriate page before deadline. Must make sure all ad contracts are submitted on time and filed in the appropriate place and that appropriate funds have been collected. Must also produce and post an ad run form for the Graphics Team. Must arrange, schedule and follow through on business calls and visits. Additional duties include organizing and scheduling fundraising activities. Takes responsibility for distribution throughout the community and represents the staff at various functions.



Graphics/Layout Manager

Responsible for all graphics that appear in the magazine. Must ensure that the layouts, graphics and advertisements used are of good quality. Must ensure that all pictures and cartoons are developed, scanned and ready for placement. Design all advertisements for the magazine.

Public Relations Manager/Web Master

Responsible for communicating and staying connected with the public and our readers. The PR Manager creates posters advertising the upcoming issue around the school. Is also responsible for the delegation of the "street team" and the distribution of the magazine within the school when it is first printed. The Public Relations Manager is responsible for the delivering of Thank-you cards, as well as organizing Issue awards/deadline pride. They are also responsible for ensuring the "Do Not Interview" list is up to date. As Web Master, responsibilities include knowledge of HTML code and WordPress, maintaining aesthetics of the ODYSSEY Online, as well as facilitating and contributing content for the Web.



Photography Editor

Manages communication among the visual department of the staff -- photography, graphics and cartoons. Responsible for all photos that appear in the paper and must ensure that the pictures/graphics are of good quality and uploaded to the proper location before the appropriate deadline. Responsible for upkeep and maintenance of photo equipment and supplies -- including recorders.

Viewpoints Editor

Responsible for expressing the views of Clarke Central High School students and faculty. Viewpoints topics range from school related to personal issues. “Question of the Month,” “Letters to the Editor” and “Fresh Voice” columns also appear in this section and are the responsibility of the section editor to solicit from the student body. Columns are assigned to Viewpoints Editor and senior staff writer within the section at EIC/adviser’s discretion. The Viewpoints editor and News Editor work together when publishing sister articles. The Viewpoints Editor is also responsible for all extras included in the section.



News Editor

Responsible for updates on the activities of Clarke Central High School clubs, events, and departmental issues. The News Editor is also responsible for the “News Briefs” section, and must make sure they are complete by deadline. International and Local issues are also included in the News section. Polls are included in the news section and topics include political, societal and topical questions. The News Editor also attends every school board meeting and PTSO meetings.

Variety Editor

Responsible for movie, music and theatrical reviews and previews. Topics cover video games for both console and PC, recorded and live music, newly released movies, drama productions, local events and culture, etc. Must set a deadline for every issue’s blurbs and collect them for the “Cultural Buzz” page monthly. The Variety Editor captures the pulse of the building and community. Articles in variety are cool, fun and informative.



Sports Editor

Responsible for assigning and gathering all sports-related news and sports feature material. Write sports articles—features, game coverage and sports news. Designs the mock-up of sports layouts. Completes or assigns “Sports Briefs” (The Box Score) and “Star Players” to appear in the sports section, and is responsible for the season previews. Sports Editor is granted a monthly column in the sports section. The Sports Editor must be in communication with coaches, have some knowledge of sports and have the ability to use a camera and do graphics.

Staff Email

The ODYSSEY staff's main source of contact is through a private server on Gmail. To access your account, login at:

mail.google.com/a/odysseynewsmagazine.net

editors@odysseynewsmagazine.net: Editor-in-Chief, Print Managing Editor, Digital Managing Editor

edboard@odysseynewsmagazine.net: Editor-in-Chief, Print Managing Editor, Digital Managing Editor, PR Manager, Photography editor, Graphics/Design editor and all section editors

photography@odysseynewsmagazine.net: Photography editor and photographers, as well as Graphics/Design editor

news@odysseynewsmagazine.net: To access any section, it will be (section)@odysseynewsmagazine.net

business@odysseynewsmagazine.net: Business Manager, PR Manager and Business staff



IMPORTANT

To email the entire ODYSSEY News-magazine staff, email "*staff@odysseynewsmagazine.net*."

Make sure that peer evaluations and other personal and/or confidential emails are not sent to the staff email. Remember emails sent to this address go out to EVERYONE.

Mr. Ragsdale's email is *dragsdale@odysseynewsmagazine.net* or *ragsdaled@clarke.k12.ga.us*

Emails for other teachers can be found in the Staff Directory on the Clarke County School District website, <http://www.mail.clarke.k12.ga.us>

The ODYSSEY also has a school district email account: "ODYSSEY@clarke.k12.ga.us. You can log onto this account through the district email. Both the username and the password are "ODYSSEY." Always use this email address when contacting a person that works within the school district.

* To email an entire section, simply put the name of that section, followed by "@odysseynewsmagazine.net." For example, to email the news section, email "*news@odysseynewsmagazine.net*."



Teamwork:

Staying late:

Your work for the ODYSSEY will often require you to log hours outside of the allotted class time. Section editors and advisor will be committed to staying after school when necessary for a pre-determined time. When we stay as a team, we leave as a team.

Deadline Pride:

Every day prior to send-off, the ODYSSEY staff participates in Deadline Pride. For Deadline Pride, all members of the staff are expected to participate and dress in the assigned color, prepared to represent their staff. Don't be afraid to get crazy.

Communication:

Communication among staff members: Communication among staff members is imperative to success and should always be handled professionally. Instead of texting other members of the staff, call them or use the ODYSSEY e-mail account. There is also a Google Chat function on the e-mail to instantly chat whoever you need to talk to as long as they are online.

Communication with advisor: Do not text message Mr. Ragsdale at any time. If you need to get in touch with him for guidance or support, feel free to call or e-mail him during normal business hours .



ODYSSEY classroom procedures

Dress Code:

As a part of the ODYSSEY staff, you have an image to uphold. On days in which you have an ODYSSEY function, including interviews, press conferences, guest speakers, etc., you are expected to dress appropriately, as you will be representing the ODYSSEY staff and brand name.

It is appropriate that all staff members dress in professional attire daily. This also includes presentation, i.e. the way you act, speak, etc.

Ladies: Follow dress code and “Dress for success”

Gentlemen: ABSOLUTELY NO athletic shorts, wrinkled clothes, or sweat pants.

Each staff member is expected and required to wear their press pass at all times.



Georgia game days:

All staff members who are working the stand at UGA games are required to dress in uniform. Uniform includes khaki shorts or pants, hats (not another college team), closed toed shoes and the assigned t-shirt.

Notebook:



Each staff member is expected to have a three ring notebook in class every day.

This notebook should be organized and include all drafts, notes, conference papers, interviews, etc.

Having a well organized notebook will help you when it comes time to turn in work logs, due at the end of each issue.

Checklist for your notebook:

- ___ 7 dividers
(one for each issue)
- ___ calendar
- ___ notebook paper
- ___ pockets for handouts, drafts, etc.
- ___ thank you cards
- ___ all of your drafts, notes and past peer evaluations

ODYSSEY and AP Style

When referencing Clarke Central High School in an article:

- The first time the school is mentioned in the article, spell out the entire title “Clarke Central High School.”
- For the rest of the article, when referring to the school, simply write CCHS.
- This applies for all other acronyms, as well (i.e. University of Georgia, and then UGA)

Departments

- Neither the subject nor department is capitalized, unless the subject is English, French, Latin or Spanish. However, you do not capitalize “foreign language department”

English department

math department

science department

social Studies department

Curriculum Assistance Program for Students department (CAPS)

- Place department in front of a teacher’s name as their title.

Example: social studies department teacher Stephen Hinson said, “Ok, I have an awesome story to tell you guys.”

Career Academies

- Are never used as a title for a teacher.
- All parts of academies are capitalized.

Arts, Media and Communication Academy

Business, Marketing and Finance Academy

Human and Public Services Academy

Engineering, Industry and Technology Academy

Freshmen Academy

Address

Clarke Central High School
350 S. Milledge Ave.
Athens, GA 30605

Enrollment

is 1500,
always.

AP classes

- First refer to them as Advanced Placement courses. Then simply write AP.

ODYSSEY

- When referring to the magazine, always write it as “the ODYSSEY.”
- This is in the font AlbertusMT Light (sized to fit the rest of the font) and in all caps

For any other title or name in question relative to the Clarke County School District, visit the CCSD website. This also includes a link to pages for CCHS where you can find the spellings of teachers and other programs.

Quotes

When quoting people interviewed in articles:

- The first time the person is included, write the title of the person, their full name and “said.” (TITLE PERSON SAID)
Example: “Quote,” junior Rad Brosius said.
- The second time the person is quoted, they are only referred to by their last name. Never “he or “she.”
Example: “Quote,” Brosius said.

Punctuation with quotes

- The comma comes before the end quote (,) A period is never used if the person quoted is written after the quote.

All quotes are always in their own paragraphs. This helps break up the text and gives the speaker their own space in the article.



When people don't talk quite right...

- If someone is referring to something using a pronoun and it is unclear in the text what they are referring to, replace the pronoun with the something in parentheses.

Example: “ He is an extremely hard worker,” Branch said.

BECOMES

“(Henderson) is an extremely hard worker,” Branch said.

- If they speak using contractions, LEAVE THEM. They said it.



What to do with long quotes

- When a quote is long (about more than 30 words), you can break it up by quoting the person in the middle. Include the break between sentences, not phrases.

Example: “To say that all of DHS is incompetent because FEMA didn't handle the Katrina response as well as we would have liked to is not fair and doesn't do the country service,” Lee said. “There are also people who don't like this particular administration and distrust anything that it wants to do.”

IMPORTANT

Double check the spelling of every name you quote. It is embarrassing to misspell someone's name, and the person with the misspelled name will not be happy.

Titles

Titles should always be used in articles. When a new person is introduced, it is imperative that they have a title written by their name to identify who they are. Otherwise, they have no credibility and their purpose in the article is vague.

Capitalization

- Titles are not capitalized when they are not used with an individual's name.
Example: The principal did all she could to prevent the new dress code from being passed.
- Capitalize formal titles. Formal titles generally denote authority, professional, or academic activity.
Example: President Obama, Dr. Spooner
- Do not capitalize informal titles. Informal titles are generally occupational descriptions.
Example: government official Duke Peabody

Location

- Titles should be placed before the person's name.
Example: Associate Principal Tammy Pope said, "It really doesn't matter what she says here."
- If the title is extremely long, list the name and then a comma followed by the title and another comma, followed by the rest of the sentence.
Example: "These shows are in many ways constructed and edited," Horace Newcomb, Director of the George Foster Peabody Awards and professor in the department of Telecommunications at the Grady College of Journalism and Mass Communication of Georgia, said.

Specifics

- CCHS administrators are written as Principal Dr. Robbie Hooker, Associate Principal Selena Blankenship, Assistant Principal Reginald Thomas and Assistant Principal Dr. Shelia Dunham.
- Freshman, sophomore, junior and senior are only capitalized at the beginning of sentences. Otherwise, they are lowercase.
- For congressmen, never fully write their title. Ex. "Sen." or "Rep." Then, say the party and county if they are a state congressman. Ex. "Georgia state Sen. Frank Ginn, R - Danielsville." If national, "U.S. Rep. John Lewis, D - Ga."

For military titles and other specific titles, refer to the AP Stylebook.

Notes:

Numbers and time

Numbers

- Numbers smaller than 10 are spelled out. (One, two, three, four, five, six, seven, eight, nine) Numbers 10 and larger are simply written as numerals. (10, 11, 12, etc.)
- However, if a number is at the beginning of a sentence, then it is ALWAYS spelled out.

IMPORTANT

- Always use the dollar symbol when writing out amounts of money. Use decimals for change. (\$11.43)
- Spell out “percent.” Never use the symbol.

Dimensions

- Use numerical figures
- Spell out the dimensions (inches, feet, yards, etc.)
- Only use hyphens when the dimension is functioning as an adjective before a noun
- Only use apostrophes to indicate inches in very technical contexts

Example: “At 6 feet even, I am not your average girl.”

Example: “I entered CCHS a less scared freshman, knowing that I would be harder to identify than my other 5-foot-2-inch terrified friends.”

Age

- Figures are always used for people and animals.
Example: Claire Dennis is 17 years old. Kinsey Clark was 5 years old in 1997.
(This is an exception to the numbers < 10 being spelled out.)
- However, for inanimates, numbers < 10 are spelled out.
Example: The law is eight years old.
- Hyphens are used for ages if the age functions as an adjective before a noun or functions as a noun.

Example: I was taller than my 15-year-old brother.

Example: Along with the typical insecurities of most 13-year-olds, I grew to hate my height.

Times

- Use numerical figures except for “noon” and “midnight.”
- Use a colon to separate hours from minutes.
- Distinguish between morning and afternoon by using “a.m.” and “p.m.”
- The use of “o’clock” is acceptable, but not preferred.
Example: The event took place from 3:45 p.m. to 5 p.m.

Months

- Always capitalize.
- Spell the months out when they are used alone or only with a year.
- Abbreviate the months when used with a specific date. Only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. are abbreviated. March, April, May, June, and July are spelled out.
Example: The Student Government Association set up the annual event, which took place on Oct. 13.

Other copy editing tips

Capitalization

With proper nouns:

- Capitalize nouns that constitute the unique identification for a specific person, place, or thing.
Georgia, Clarke Central High School, John, Mary
- Some common nouns receive proper noun status when they are used as the name of a particular entity.
Jittery Joes, Taco Stand

With proper names:

- Capitalize common nouns such as party, river, street and west when they are an integral part of the full name for a person, place or thing.
Democratic Party, Oconee River, Broad Street, West Side.
- Lowercase these common nouns when they stand alone in subsequent references.
the party, the river, the street, to the west.
- Lowercase the common noun elements of names in all plural uses.
the Democratic and Republican parties, Broad and Baxter streets, lakes Lanier and Hartwell.

OK

OK is always “OK,” never “O.K.,” “ok,” or “o.k.”

Days of the week

Do not abbreviate. Capitalize.

Seasons

Lowercase all seasons unless they are part of a formal title.

Everyday vs. every day

- “Everyday” is written as one word only when functioning as an adjective.
Example: Everyday troubles prevented her from doing other things. (“Everyday” is describing “troubles.”)
- “Every day” is used for all other times and is always two words.
Example: “Every day, I would go to the field and try to play my best.”

Notes:

Punctuation



Apostrophe (')

- Used in place of omitted letters in conjunctions to signify possession.
- The only section allowed to use conjunctions is Viewpoints. If you are in another section spell the two words out.
- For proper nouns ending in “s,” no additional “s” is needed after the apostrophe. Boys/Girls soccer team, not Boy’s/Girl’s soccer team.



Colon (:)

- The most frequent use of a colon is at the end of a sentence to introduce lists.
- Try to avoid using colons in the newsmagazine.
- Dramatic Emphasis: The colon often can be effective in giving emphasis.
Tyler had only one hobby: playing video games.



Brackets ([])

Never used. Ever. Use parentheses.

Semicolon (;)

- In general, use the semicolon to indicate a greater separation of thought and information than a comma can convey, but less than the separation that a period implies.

Basic guidelines

To clarify a series:

- Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas.
He is survived by a son, John Smith, of Chicago; three daughters, Jane Smith, of Wichita, Kan., Mary Smith of Denver, and Susan, of Boston; and a sister, Martha, of Omaha, Neb.
- Note that the semicolon is used before the final ‘and’ in such a series.

To link independent clauses:

- Use a semicolon when a coordinating conjunction such as ‘and,’ ‘but’ or ‘for’ is not present.
The Package was due last week; it arrived today.
- If a coordinating conjunction is present, use a semicolon before it only if extensive punctuation also is required in one or more of the individual clauses.
They pilled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard hit by the hurricane.
- Unless a particular literary effect is desired, however, the better approach in these circumstances is to break the independent clauses into separate sentences.

Placement with quotes:

- Place semicolons outside quotations.

Comma Rules (,)

In a series:

- Use commas to separate elements in a series, but DO NOT put a comma before the conjunction in a simple series.
Clarke Central's school colors are red, white and yellow. ('and' is the conjunction, so no comma is necessary)
- Use a comma also before the concluding conjunction in a complex series of phrases.
The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training and whether they have the proper mental attitude.

With equal adjectives:

- Use commas to separate a series of adjectives.
- If the commas could be replaced by the word and without changing the sense, the adjectives are equal.
a thoughtful, precise manner; a dark, dangerous street.
- Use no comma when the last adjective before a noun outranks its predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun.
a cheap fur coat (the noun phrase is fur coat); *the old oaken bucket*; *a new, blue spring bonnet.*

Introducing direct quotes:

- Use a comma to introduce a complete one-sentence quotation within a paragraph.
Wallace said, "The Advanced Placement Spanish class took a trip to France and Spain."

With introductory clauses and phrases:

- A comma is used to separate an introductory clause or phrase from the main clause.
When he had tired of the mad pace of Atlanta, he moved to Athens.
- Use the comma if its omission would slow comprehension.
On the street below, the curious gathered.

With conjunctions:

- When a conjunction such as "and", "but" or "for" links two clauses that could stand alone as separate sentences, use a comma before the conjunction in most cases.
She was glad she had made an A on her final, for the end of the semester was only days away.
- As a rule of thumb, use a comma if the subject of each clause is expressly stated.
We are visiting Spain, and we also plan a side trip to Madrid. We visited Barcelona, where our guide greeted us.
- But no comma when the subject of the two clauses is the same and is not repeated in the second.
We are visiting Burgos and plan to see the statue of El Cid.
- Do not use a comma at the start of an indirect or partial quotation.
The class said that the trip "opened their eyes to the world of Spanish culture."

Before attribution:

- Use a comma instead of a period at the end of a quote that is followed by attribution.
"Let's go again," Senor Jones said.
- Do not use a comma, however, if the quoted statement ends with a question mark or exclamation point.
"Why not?" Jones asked.

WITH HOMETOWNS AND AGES (AND PARTY AFFILIATION, ACADEMIC DEGREES, RELIGIOUS AFFILIATIONS):

- Use a comma to set off an individual's hometown when it is placed in apposition to a name (whether of is used or not).

Richard Golden, Minneapolis, and Chris Miller, Gwinnet, Ga., were there.

- If an individual's age is used, set it off by commas.

John Gresham, 34, Athens, Ga., was present.

NAMES OF STATES AND NATIONS WITH CITY NAMES:

His journey will take him from Dublin, Ireland, to Fargo, N.D., and back.

Use parentheses, however, if a state name is inserted within a proper name.

The Athens (Ga.) Banner-Herald.

SEPARATING SIMILAR WORDS:

- Use a comma to separate duplicated words that otherwise would be confusing.

What the problem is, is not clear.

* Use a comma for most figures greater than 999. The major exceptions are street addresses (1234 Broad St.), broadcast frequencies (1460 kilohertz), room numbers, serial numbers, telephone numbers and years (1991).

Hyphens vs. dashes

HYPHENS are joiners. They are used to connect two or more words to modify another and avoid confusion.

Ex: After he finished school, he took a full-time job at the company.

DASHES are used to signify abrupt changes in a sentence. Try to avoid using them unless you feel comfortable and know exactly where and why they should be used.

Ex: We will fly to Paris in May -- if I get a pay raise.

Parentheses ()

Don't use them too much. The only time you should use them is when you add a few words to a quote to make it function.

Ex: "(Buddy Sims) is a great teacher." (Buddy Sims) replaced "he." This clarifies who the person speaking is talking about.

Basic writing tips

STEPS OF JOURNALISTIC WRITING:

- | | |
|--|--------------------------|
| 1. Brainstorm | 6. Write |
| 2. Pitch it to your editors | 7. Give story to editors |
| 3. Establish an angle | 8. Make Edits |
| 4. Research topic and arrange interviews | 9. Rewrite |
| 5. Interview | 10. Final Edit |

OVERVIEW

Once you've decided on an idea for a story, you will need to gather information through research. It is imperative that you go into an interview and the writing process with knowledge of your subject. Plan it out.

Make a list of specific questions you want to answer in your story. Your goal should be to leave as little unanswered questions as possible for your reader. A good guide to help with these questions is the "5W's and H." These are the basic questions that should definitely be answered. Here is a closer look at the "journalistic 5" questions. Use them in the early stages of planning, during the writing process and as a reference to make sure your content is focused:

STORY FACT SHEET -- FIVE W's and 1 H

WHO	<u>WHO</u> makes us think of the actor(s) or agent(s) involved in the event? What kind of person(s) is/was he/she, or them? Who was most responsible for the event? Who was the leader? Who was first to act? Who was affected by the event? Who was most helped? most harmed?
WHAT	<u>WHAT</u> may involve weeding out the legends and misunderstandings to see what really happened. Deciding what happened is difficult; it is a matter of putting together bits and pieces of evidence to construct a mosaic.
WHEN	Sometimes we know exactly <u>WHEN</u> and where something happened, but asking when something happened in relation to something else can provide a fascinating topic of research. For example, we don't know when Richard Nixon first learned of White House staff involvement in the Watergate burglary.
WHERE	<u>WHERE</u> deals with location. Where the incident took place can greatly affect the story. Assess why the location is unique to your story. How does the setting mold the story?
WHY	<u>WHY</u> is this significant? Think background. Why did this happen? Why did the sequence of events occur? Why does the public need to be informed?
HOW	<u>HOW</u> can deal with a multitude of questions. How did this happen? How are the people affected? How is this being handled? This question can be the most difficult to answer because it's the most subject to opinion and interpretation.

Once you have answered the 5W's and H, you can start thinking about the actual story and the direction you will take.

Create a working headline and deck that will help you focus on the direction of your story.

-e.g. For a story about the dress code, your headline should be catchy, yet informative, and your deck should be the opportunity to narrow down on your angle.

What is a DECK?

A deck is a short explanation of the article. In the ODYSSEY, it is located directly below the headline and is italicized.

Dressing the part

Clarke County School District students may face a new dress code for the upcoming 2009-10 school year, depending on the verdict of the May meeting of the CCSD Board of Education.

CONDUCTING RESEARCH

Gathering the facts:

Gathering facts can involve just researching your topic using the “journalistic 5” questions. Keep in mind that you should use different kinds of sources to make sure you have accurate information. Don't use only library or internet sources or rely just on personal accounts.

Resources

1. People – Through face-to-face interviews or by telephone or letter (see “Conducting Interviews” in a later part of this stylebook). Human sources can be broken down into two categories:

1. *Experts* - These are the people that will be most knowledgeable about your subject. University professors and doctors are good examples of reliable sources.

KEEP UP WITH THESE PEOPLE. Staying in contact with these people may be beneficial in the future.

2. *Support people*—The people who may not have a degree in the subject you're writing about, but have enough experience in the subject to provide useful information. They also may be indirectly involved or impacted by your topic and can provide a smaller, but different perspective.

2. Internet – Where you can surf the Web using search engines to find information about almost anything, Internet sources should be a last resort. It is the responsibility of the writer to make sure the site is credible (no Wikipedia or untrustworthy blogs).

3. Observation – Your own take on a particular situation

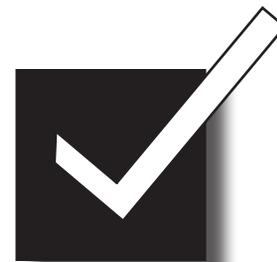
1. Be aware of how your own background, experience and emotions affect what you observe and how you see it.

2. Test what you've observed by examining other evidence. Compare your observations with those of others.

Advanced story writing tips

Checklist for choosing an article

- ___ Does the issue relate to campus, regional, or national news issues?
- ___ Are there local authorities who can be interviewed on the issue?
- ___ Can a poll be taken to determine how area residents or students feel about the issue?
- ___ Is the issue an ongoing one that will last the duration of the issue's production?
- ___ Does the issue lend itself to illustration with photographs or drawings?
- ___ Are enough people concerned about the issue to make it "front page news"?
- ___ Can at least five different types of stories be used to cover the issue?
- ___ Will the issue lend itself to at least two editorials in which different sides of the issue are examined?
- ___ Will the article be informative and educational for you and other students/staff members or does it serve as "fluff"?



WRITING STYLE FACTORS:

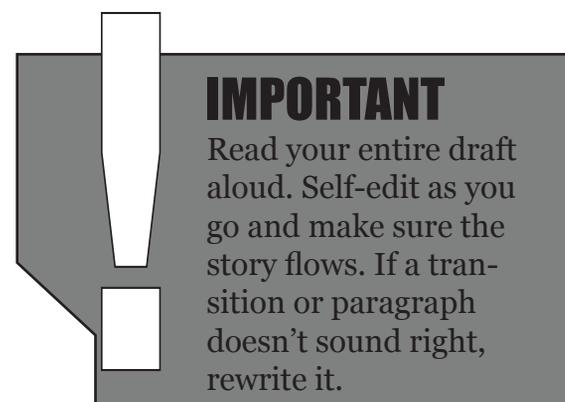
- Descriptive words which show, don't tell
- Direct and to the point
- Snappy leads
- Logical effective organization
- Has feeling, voice
- Use humor when appropriate
- Beware of adverbs
- Use logical/emotional appeal
- Active voice
- Try different angles to make mature issues accessible
- Avoid clichés – explain using your own voice

Reader Appeal Factors

- Topic should be one to which audience can relate
- Writing should be true to life
- Should have some angle to make it different

Tips for organization

- Before you begin writing, organize your quotes into broad categories. Example: If you're writing a profile on Coach Ryals, you might organize your quotes into categories such as "childhood," "beginning to coach," "challenges he has faced" and "student reactions."
- Tell a story. Your article should generally flow in the order you would tell the story verbally.
- Explain to yourself why each paragraph falls naturally in the order it does. If you can't think of a reason, you probably need to reorganize.



Interviewing tips

Conducting a personal interview

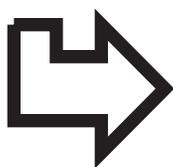
Almost every article published in the magazine requires some sort of interview. How do you conduct a successful interview? Keep these tips in mind as you prepare for such assignments.

Tips for brainstorming interview questions:

1. Start with the basics -- What is the person's title? What makes him/her qualified to speak on this matter? How long has he/she worked in his/her field?
2. Have a wide variety of questions prepared -- Even if you think you know where you want your story to go, have a wide variety of questions covering several different angles; you might be surprised with the answers you get.
3. Don't be predictable -- Obviously, you need the basic information, but don't ask predictable questions. Think of unique angles you could take and formulate questions accordingly. A bland interview will result in a bland article.
4. Throw in a couple of hypothetical questions -- These questions should be related to the topic you are covering, but they may evoke the best responses you get in the interview. Also, ask questions you may already know the answer to. Your interviewee may provide a different perspective.

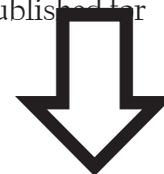
Before the Interview

1. Contact the person, introduce yourself properly, state the reason for the request, and arrange a convenient time (for him or her, not you) to meet for the interview.
2. Do some background research on your subject before you go into the interview.
3. Get your list of questions ready for the interview.
4. Sign out a tape recorder, but make sure you ask your subject before the interview if you have his/her permission to tape the interview.
5. Make sure you have pen and paper – tape recorders are NOT reliable.



During the Interview

1. Greet your subject cordially. Reintroduce yourself and the nature of your meeting. BE POLITE at all times.
2. Begin the interview with your first question.
3. Allow for some flexibility in the interviewing process. You may ask your subject a question, and in the process of his/her answer, he/she may answer another one of your questions, so don't be redundant – skip the other question. Also, if he/she interjects additional, interesting information, take down those notes. Obviously your subject feels that the information he/she has shared about him-/ herself is important.
4. Remember it is still your responsibility to keep the interview “on target.”
5. Thank the person for his or her time when the interview is concluded.
6. Ask the person if you may contact him/her if you have any follow-up questions as you begin to write the story. Also ask him/her if he/she would like to see the final draft of the article BEFORE it is published for his/her approval.



Phone interview:

1. Condense your questions -- Phone interviews shouldn't take more than 15-20 minutes, so you will probably want to narrow your list to the 10 most important questions.
2. Be personable -- It's harder to convey courtesy over the phone, so be sure you are audibly polite. Thank your subject before and after the interview.
3. Use speaker phone -- If possible, use a speaker phone so you can record your interview. As always, record your notes by hand for back up.
4. Get his/her address -- At the end of the interview, get the subject's address and send him/her a thank you note.

After the Interview

1. Transcribe (type up) the entire interview word-for-word immediately.
2. Write him/her a thank you note. Take these seriously.
3. If you agree to let him/her see the article before publication, YOU MUST FOLLOW THROUGH.

Online Presence



WORDPRESS

The ODYSSEY Newsmagazine's website is hosted through Word Press, a blog and web-hosting sit. Through our website we are able to publish articles from each issue as well as exclusive and more timely content. there are several types of user accounts on WordPress, as explained below.

Administrator- Complete control of the site. This account type is reserved for the Web Master, Web Managing Editor, Advisor and Editor-in-Chief to edit, add and remove content on the site. Admin accounts can also remove or add other users on the site as well as edit the apperance and visuals/plugins used on the website's interface.

Editor- Editors can publish posts and edit existing posts on the site.

Author- Can publish posts, but cannot edit content published by other users.

Contributor- Submits posts, but does not have the ability to publish them. An Admin, Editor or Author must first edit the piece before publishing them.

Subscriber- No control of the site. Subscribers can only read posts and surf the contents of the site.



Facebook

Facebook creates a fast connection between the ODYSSEY and our audience, namely the students of Clarke Central High School. Through the website we are able to post news about our staff, publication and our school.

Often times, it will be requested that all staff members post a specific status to their respective Facebook to help support the ODYSSEY, in addition, be sure to "like" the ODYSSEY on Facebook!



Twitter

Twitter is the fastest way for the ODYSSEY staff to spread breaking news and updates about our magazine and even sports scores throughout the ODYSSEY's fan base.

It is expected that all staff members follow the ODYSSEY's Twitter account (OdysseyNewsmag). If you don't already have an account on Twitter, create one! It's free and easy to use.

Design

Journalistic design is just as important as writing. The design of a page is what draws readers in. Without an eye-catching design, readers might look over your story.

To improve your design skills, study professional magazine layouts. Don't be afraid to steal layout ideas from them. Fashion magazines tend to be very well laid out and have great designs.

Make sure you sketch out your design before ever getting on a computer. A well planned layout will make the process much easier and leaves you with a solid page.

Design, like any other field, comes with a whole new basket of terms, techniques and concepts. This section should give you a basic understanding of the programs we use, as well as the terminology.

Design Terminology

Layout The design of an article's page(s). What is finally printed, a page of text (copy, byline, deck, headline, caption, credits, pullquotes) and visual elements (graphics, photos, cartoons, infographics).

Spread There is a difference between a spread and a layout. A spread is a story over two pages lying next to each other, such as p. 24 and 25. It's important to package the spread and make sure the pages feed off of each other.

Copy Another word used for the main text; aka your article.

Headline It is the title of an article. A good headline draws readers in. Alliteration is good, but don't limit yourselves to them. The most important part is to be creative.

Deck This is a sub-headline. All articles have them, and they're generally two sentences. They should be catchy and explain the article. Be sure to place your deck in the upper left hand corner of the copy when your draft is going through the editing guantlet.

Byline The name of the writer and staff position of an article.

Caption It is the text that explains what a visual element is. They should be next to the photo, unless there is a reason otherwise. Make sure they aren't craptions (terrible, horribly awful captions) and they need to be two sentences long. Quotes are great here and it's often useful if you have a spare one.

Ghost It's an image that is placed at the end of an article, letting the reader know that the article has ended. For the ODYSSEY, it's a little gladiator head we stole from the Gwinnett Gladiators hockey team.

Banner It is the line with the month and what section the article is in at the top of the page.

Headshot We use these in the ODYSSEY for Q of the Month and Viewpoints articles. They're a headshot of the article's author.

JUSTIFICATION or alignment, of text. Justified text means it is aligned to the left and right margins. In the ODYSSEY, we do this for layouts with more than two columns. Otherwise, it is aligned right.

MASTHEAD It's on the cover of the magazine, and the title of the magazine.

TYPEFACE Basically, it's your font style

Tombstoning Where the headline is centered on the page, never ever do this.

ADVANCED TERMINOLOGY

Kerning Spacing between letters

Tracking Spacing between words

Leading Spacing between lines

You don't need to worry about kerning, tracking or leading too much. They are already included in the ODYSSEY style palettes in InDesign. However, do not track or kern to fill up leftover space, or to make it all fit on a page. It is noticeable, tacky and obvious you didn't meet your word count.

Baseline The blue baseline grid lines in InDesign. Letters should sit on them.

Stand-off/Spacing The spacing between all elements. It should always be at least 1/6 of an inch, or one pica.

Design Concepts

Dominant Element

The largest visual element on the page. You want each page to have only one dominant element. It should be at least 1/3 bigger than any other visual element on the page. If you make two or three similar sized photos, none of them are dominant. A page of similar sized photos isn't pleasing to the eye, so choose the best one and blow it up to add some flair to your page.

“A pull quote can be easily used to draw your reader in, add to layout appeal or break up big blocks of text. Be careful when choosing the quote”

This is an **orphan**. When a single word jumps to the next line and is isolated alone on a line, it distracts the readers eye and is a negative effect for your page. Kill all orphans by changing the size and location of text boxes or removing useless words in the text.

Readers look at pages and read it in certain ways. We read from left to right, starting at the top of the page. The three terms below should help explain how people view pages.

Mechanical center: Reflects the actual center of the page (middle of the page)

Optical Center: Where the readers eyes go first (top right-hand corner of the page)

Lazy S: The invisible line people follow when they scan a page. Imagine a backwards S spread across the page starting in the top left-hand corner.

BALANCE

Where we choose to put the heaviest elements

1. Horizontal – balance on a center axis
2. Vertical – balances on a center axis avoid because it creates tombstoning
3. Diagonal – balances on a center axis best because it follows eye patterns

White space is actually a part of the elements of design. Professional designers know how to use white space to clean up a messy page and allow the reader to breathe. It's not always best to cram as much as possible onto one page. Experiment with the extra space left over.

DESIGNING FOR READER FRIENDLINESS

- Standardize the number of columns; if not throughout the entire publication, then at least throughout a single section (i.e. sports section or feature spread). The more columns the better. The reasoning behind this is because it offers more landmarks on the page to design around
- Place "most important" stories on the right pages (eyes "catch" right pages first).
- Don't "crowd" pages with stories. Leave ample "white" space. White space is your friend and can be a powerful design element.
- Make sure headlines catch readers' attention and are directly tied to the story's lead.
- The fire principle. If someone set a fire on the center of your page, every element should have a way to escape. You don't want to trap any elements on your page and have it be too busy.

Dos and Don'ts

- DON'T** make pages look like a jig-saw puzzle.
- DON'T** use complicated charts or graphs, or detailed graphics.
- DON'T** create a page that is overwhelming text-only.
- DON'T** reinvent the wheel. Sometimes a simple layout is better.
- DO** lay out page spreads in organized and recognizable patterns.
- DO** use "readable" graphs such as bar or pie charts.
- DO** use sharp, colorful graphics.
- DO** break up big sections of text-only with such items as quote boxes.
- DO** have a dominant element on a page and preferably 2-3 graphical elements.
- DO** design for eye appeal

R.I. Pep Rallies

Focusing on academics and sensing lower levels of enthusiasm for pep rallies at Clarke Central High School, school administrators have stopped holding them during school hours.



Administrators at Clarke Central High School have decided to stop holding pep rallies during school hours. The school's principal, Dr. Robbie P. Hooke, said that the school's focus should be on academics and that pep rallies were not providing the level of enthusiasm that was once expected. Hooke said that the school's administrators have decided to stop holding pep rallies during school hours, but that they will still be held after school hours. Hooke said that the school's administrators have decided to stop holding pep rallies during school hours, but that they will still be held after school hours.

Glad leaves sad

Senior Tony Glenn left his all on the football field for years and loved his time at CCHS, but the one thing he regrets is the loss of pep rallies.



Senior Tony Glenn left his all on the football field for years and loved his time at CCHS, but the one thing he regrets is the loss of pep rallies. Glenn said that he had a great time at CCHS and that he missed the pep rallies that were held during school hours. Glenn said that he had a great time at CCHS and that he missed the pep rallies that were held during school hours.

Working with Text:

- Paragraph indentations of columns should .125 inches.
- Do not stretch copy across too wide a space. Too much means across more than three columns of a five-column, tabloid-sized page. Try to keep it to two or three columns of text per page.
- Avoid crowding type against column rules or text/graphic boxes.
- When carrying text over to the next column, be certain not to duplicate lines, or chop of the very end of a story (esp. if it is "spilled over" onto another page).
- Every graphical element and text box should be at least one line in InDesign, or one pica (1/6 of an inch), away from other elements on the page. Pull quotes are the only exception

Creating Text Boxes:

- Allow sufficient contrast when reversing type to white against a dark background or black over a shaded or colored background.
- TEXT WRAP may create gaps and awkward spaces. Be careful using this tool, and watch out for orphans, single words left on their own line at the end of a paragraph.

Working with Images:

- Printed on newsprint, both typographical tricks and photographs lose a certain degree of sharpness and clarity – something that needs to be taken into account when laying out a page.
- Don't S-T-R-E-T-C-H a photo in InDesign. It will be pixilated in print. When resizing a frame in InDesign hold down shift, as this will keep the frame proportional.
- Remember to "group" multiple graphical elements to make it easier to move them around a page. The more you work with the program the better you'll be.

Scanning and Resizing Photos or Other Artwork:

- When you scan or resize a photo, always be sure to set the resolution at 300 dpi. Any less than this and the photo tends to be pixilated when it prints.
- Adjust the photo or graphic in PhotoShop, not in InDesign.

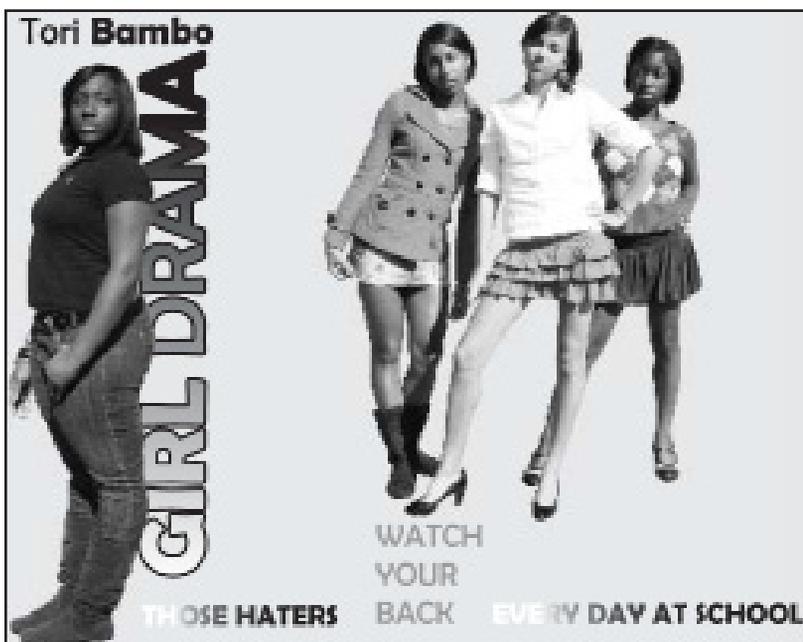
VISUAL ELEMENTS

PHOTOGRAPH -- Taken by a camera, and then uploaded to the computer.

GRAPHIC -- Something created in Photoshop or Illustrator, usually using another photo.

INFOGRAPHIC -- A graphic displaying information.

ART -- Anything that isn't a photo, graphic or infographic. drawings, cartoons, etc.



FAST-FACT BOX A box with fast facts, these are useful for things that are hard to explain in an article without listing them.

Q & A We use these mostly in sports. It takes quotes and presents them with a large visual element. Examples: Driving the Lane with Aja Sorrels, 6 Things to Know About Clarke Central Volleyball with Briana Bowles.

TABLE A table of information, more often than not statistics. Used least often because it generally looks boring.

PUBLIC OPINION POLL It's a graphic made from information compiled in a student survey. Student opinion has a good deal of weight behind it. Mainly designed with a combined effort between Illustrator and Photoshop. Example: My Word vs Yours, Cassie Evans v Tori Bambo "The N-Word"

TIMELINE These can be pretty great representations of a complicated life or story map. Example: Consolidating Irving Alvarez: On the road to recovery, Kinsey Clark, Issue 4, Volume 8.

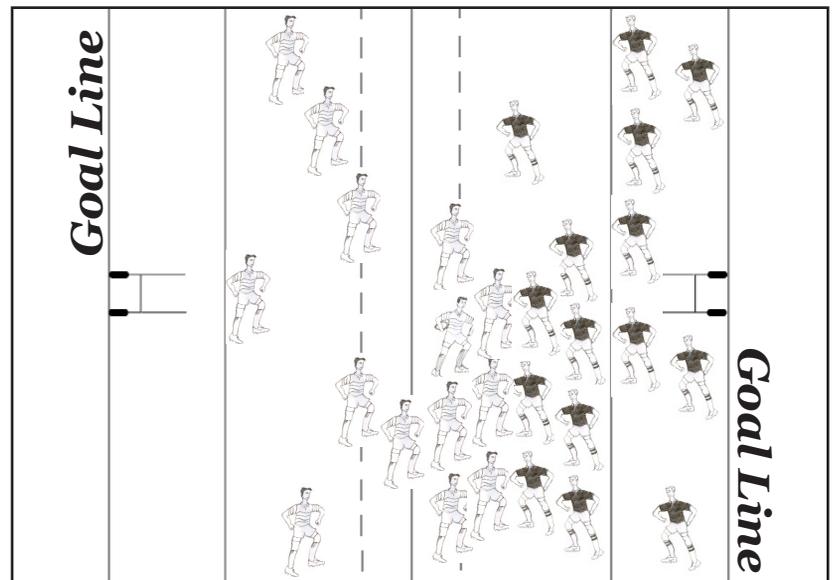
GLOSSARY These are great for articles on the more scientific side of things.

QUOTE COLLECTION Great way to get more voice, but don't let it look like Question of the Month.

DIAGRAM Explains how something works, or it can even just be a way to give quick facts. Example: Work in Progress by Alex Morris, Issue 5 Volume 6

MAP Maps help people figure out where places in the article are located, and gives the article more appeal because they give a

INFOGRAPHICS When you are first assigned your article, consider using an infographic for your page. Sometimes, it might be a better option than a photo. Types of infographics are explained here.



Design Programs

The ODYSSEY uses Adobe Photoshop CS5, Adobe InDesign CS5 and Adobe Illustrator CS5 in the production of the magazine. These are high-end, professional graphical design programs, and we're very fortunate to have them.

Adobe InDesign

This is used to actually put the magazine together and is where you'll spend the vast majority of your time when designing.



Selection tool: It's the first tool in the tool palette (on the left side of the screen) and is a black arrow. Use this whenever you need to move something on the page.

To place a photo in InDesign, hit Ctrl + D and it will open a menu. Find your photo in the drop box and select it. It's now placed in InDesign.

How to switch from Pica's to Inches in InDesign: A pica is 1/6 of an inch, and in InDesign it is your default unit of measurement. To change your standard default unit of measurement:

- Edit --> Preferences --> Units and Increments --> Pull the drop bar down on the vertical and horizontal selections and click inches.

Bleeds: Bleeds are used when a photo runs off the page. By having a bleed you ensure that there won't be any white lining around the photo after printing. Check your bleeds!

How to set up Bleeds:

- File --> Document Setup --> More Options --> Adjust your bleed to .125 and make sure it's linked (look at the small box on the lower left hand side of the window, if a small chain link is intact it's linked)

Text Tool: This is also in the tool palette and is the fourth tool from the top. It's the "T" for text. Use this to create a new text box, which then functions similar to a word document.

Also, click this if you want to edit text already on the page, or modify it in any way. Note that when you have this selected, the palette at the top of the page changes where you can modify the text (make it italicized, underline it, change the font, etc.)

Style Palettes: These guys are your best friends. They are located on the right side of the screen under "Character/Paragraph Styles". If you are trying to change the font and the size of your copy to follow the ODYSSEY specs, just click on the corresponding style with your text selected and it does it for you.

Library: This is another useful tool. Open the ODYSSEY library like you would any other document and it appears on the right side of your screen. You can take whatever little touches for your article you need out of here. (IE a ghost, byline copy, etc.)

Linking Text Boxes: If you have too much text for a text box to display, a small red box will appear at the bottom of the box. If this is the case you will need to link this text box with another to make the text fit.

At the bottom right hand corner of every text box is a linking tab. It's a small blue box that's about twice as big as the box that marks the dimensions of the box. To link a text box to another, simply click the box and click anywhere on the text box you'd like to link it to. The missing text will appear inside the newly linked text box.

InDesign Hot Keys

Place: Ctrl + D

Undo: Ctrl + Z

Hide/Show grids and guides: W

Lock an object in place on the page: Ctrl + L

Group multiple selected objects: Ctrl + G

Select multiple objects on a page by using the mouse: Shift + Left Click

Show Baseline Grid:

Ctrl + Alt + `

Text Wrap: Ctrl + Alt + W

Add a page: Ctrl + Shift + P

Text frame options: Ctrl + B

Adobe Photoshop CS5

The logo for Adobe Photoshop CS5, featuring the letters 'Ps' in a white, sans-serif font on a dark gray square background.

This is where all the photos get manipulate and played with, as well as where the majority of graphics are created. You can either open an existing photo or a new document. Creating a graphic from a new document is known as “starting from scratch” and is something you will barely ever do.

To find and open a file you start out by opening the “File” tab at the top of the screen.

File --> Open --> Find the file in the drop boxes --> click open

How to turn a photo from color to black and white:
Image --> Mode --> Adjustments --> Grayscale

Then, a trick to make the image crisper,
Image --> Mode --> Adjustments --> Auto Contrast

Lasso Tool: These tools are located on the tool palette which, like InDesign, is on the left side of the screen. It is the second tool from the top on the far left column. If you hold down with your mouse over the icon, you will see there are three types of lasso tools.

The magnetic lasso is the one you will be using the most since it recognizes different shades of color on a photo. The ordinary lasso tool and the polygonal lasso tool have their uses, but you use them very rarely. You basically trace what you want to cut out with the magnetic lasso tool. To add more to your selection after you've already gone over it once, hold down “shift” and this will allow you to add more of the picture to your selected area. By holding down “Alt” you can take away areas of your selection.

After you select the area you want, right click inside the are with the lasso tool still selected and hit “select inverse”. This selects every area on the picture except the area you used the lasso tool on. Then hit either “backspace” or “delete” and it'll cut out the area you selected.



Steps to requesting a photo

1. Brainstorm photo/graphic/cartoon ideas and discuss with section editor
2. Fill out a photo request form, answering the questions with as much detail as possible
3. Email or turn in the photo request form to the photographer
4. Meet with the photographer and discuss what the angle of your article will be to give them a better idea of what kind of pictures to take

****You should turn in a photo request form the day after you are given your article and it is recommended that you accompany your photographer when they take your photos.**

Photography

For Writers

- Every article needs its own visual element. (The majority are photos.)
- Use good pictures. If a picture isn't what you wanted, find the photographer and TELL them.
But, you shouldn't have to do this, as you will have talked to the photographer beforehand about your article and what kind of photo it needs. Maybe, if you had time, you went with the photographer and helped them out.
- You will turn in your Visual requests with your rough drafts to your Section Editor. From there, you and your editor should be in constant communication with the Visual Staff.
- If you check out a camera to take pictures, refer to the photographers section.
By all means do this, learn how to use the camera. Photographers won't always be there, but don't take their job away either.

For Photographers

- Fill the frame of the camera.
- Control the background.
- Know the story you're taking pictures for.
- Bring the writer along with you whenever possible.
- Include lots of different angles and different distance shots.
You should have a shot from far away, from mid-distance, and up close.
- If you have any questions call Mark Johnson, he's the photography guru.
- Try to avoid using the flash.

Viewpoints

The Viewpoints section is responsible for expressing the views of Clarke Central High School students and faculty. Viewpoints topics range from school related issues to personal issues to national issues. The Viewpoints section consists of Question of the Month, Fresh Voice, Thumbs, Letters to the Editor, Our Take and Corrections and Omissions, along with articles written by the Viewpoints staff.



THUMBS

Thumbs is the section of the magazine where the **ODYSSEY** staff gives their opinion on articles for each section and votes on the positive and negative stories in the magazine for that issue. Thumbs should give a brief explanation of what the article is about and should be catchy almost to the point of corny.

FRESH VOICE

Because there are no freshmen on the **ODYSSEY** staff, the Fresh Voice section is where ninth graders can express their opinions in the magazine. Fresh Voice writers are usually recommended by ninth grade English teachers and are asked by the **ODYSSEY** staff to write an article.

OUR TAKE

Our Take is the section in the magazine where the Editor - in - chief and the Managing Editor write an article from the overall opinion of the staff on the issue as a whole. An editorial cartoon is usually placed in this section.

LETTERS TO THE EDITOR

- Letters to the Editor is the section in the magazine where the student body is able to express their opinions on the articles written in the last issue. However, hundreds of Letters to the Editor do not magically appear in the **ODYSSEY** mail box so here are some tips for getting letters.

Steps to getting Letters to the Editor:

- Bring copies of the issue. Try and get an article from each section of the magazine so all of the sections are covered.
- Hand out the articles to classes and students and ask them to read the article and write a letter. Make sure to ask a variety of students to write letters in order to add diversity.

CORRECTIONS & OMISSIONS

Corrections and Omissions is the section in the magazine where the **ODYSSEY** corrects the mistakes that it made in the last issue like incorrect spellings of names, no photo captions for pictures or graphics, etc. Corrections and Omissions are found by the Viewpoints staff and are documented in the Corrections and Omissions box on the Letters to the Editor page.

When you're out and about:

- When you leave the classroom to get quotes, letters and pictures for Thumbs, Letters to the Editor and Fresh Voice make sure to always remain polite and courteous.
- Always present yourself in a professional manner. Do not cause bodily harm to people who tell you no, even though you really want to.
- Be on time. No excuses.
- Don't leave things for the last minute. It will only bring unneeded stress and will put the Viewpoints section behind schedule.

QUESTION OF THE MONTH

Question of the Month is the section in the magazine where students and teachers at CCHS respond to a question that is asked. The Viewpoints section is responsible for coming up with the question and finding people to answer the question. The Viewpoints staff must also get a headshot of the person answering the question. Question of the Month needs to represent the diversity of the student body. Question of the Month must include two teachers from different departments and four students from different backgrounds. Question of the Month should not be left for the last minute and everyone of the Viewpoints staff is responsible for compiling the questions and answers for this section. Be sure to have a variety of answers and a variety of people asked.

TIPS FOR WRITING A VIEWPOINTS ARTICLE

- Base all of your editorials in facts using quotes, news, etc. No baseless accusations or libelous statements that are damaging to someone's reputation.
- Cover all the issues, use specific examples and always double check your facts.
- Always make sure that you attack the issue, not the person.
- Be subtle, logical, reasonable and restrained when writing your article.
- Think of all the angles to your article, especially the opposing view.
- Be fair – you must give the opposing point of view along with your own view.
- Have fun. Enjoy what you're writing about.

ABOUT EDITORIALS

Editorials are based on facts, just like the rest of the magazine. An editorial is not an excuse to RANT with no factual base, no matter how much you want it to be. Also, do not write your article in first person unless the article is about you. The article should not be a rewritten news story either. Use the facts that you collect or are presented with from different sources to form an opinion on the topic, then construct an argument based on the knowledge that you gained.

Viewpoints layouts

HALF PAGE

Keep your text short and to the point in order to fit a photo caption, a photo credit, a headline, a photo, a deck and a by-line. Make half of the page one column the other half two columns to break up the text. If there is room, a pull quote is also a good way to break up the text, so your readers aren't overwhelmed by the amount of text.



Writing Women Back into History

Celebrated each March, National Women's History Month has a yearly theme. For 2010, we remember the historical contributions of the ladies.

March is National Women's History Month. Celebrated each March, National Women's History Month has a yearly theme. For 2010, we remember the historical contributions of the ladies.

Michelle Obama, like 2009's, was selected by the most women's organizations and knowledge of women's history by taking one month of the year to remember the contributions of both ordinary and extraordinary women.

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TWO PAGES

Two page spreads are rare in viewpoints, but if a two page spread is necessary, pullquotes and pictures should dominate the page.

Viewpoints October 2010



America the beautiful
SAMUEL WÜRZ
AUS DEUTSCHLAND MIT LIEBE

There are a few things that must be evident to everyone. The Yeti's existence in northern Asia, multiple UFO landings in Roswell, New Mexico, and America's superiority to the world. However, I would declare the last of these facts to be the most absolute.

As a German foreign exchange student, I have been able to assess America's greatness, which I've concluded is a three-part achievement.

First, America's steady and secure economy stands above even that of China and Japan's. Second, its glorious, conflict-free history reveals numerous accomplishments, like the development of baseball without any relevant casualties. And third, it's forward-thinking, open-minded citizens, who, unlike the rest of the world, have recognized what is really important – themselves.

But there is another thing I have realized in my nine weeks here: America is not only the richest, most glorious country, but the happiest as well. Americans have a lot to be proud of, but the actual reason behind their happiness lies within themselves. After close examination, I've concluded that people who are both overweight and lack a certain degree of intelligence are, on average, 17 percent happier than others.

People who are both overweight and lack a certain degree of intelligence are, on average, 17 percent happier than others.

Let's replace it with stories regarding iconic and influential people, such as Lady Gaga and Adam "Pacman" Jones. Another important step is to constantly reduce the amount of time wasted on preparing food. Fast and delicious foods like pizza, French fries and hamburgers are much better for our schedules, wallets and bellies. McDonald's, Kennedy Fried Chicken and Pizza Hut are happy to provide the perfect replacements to boring and useless vegetables.

It is simple. We must follow America to a bigger and better future, and I am proud to be the one to take the American wisdom I have gained back to my home country.

ADMISSIBLE AMERICA: Unfortunately, the United States is often thought of as a world leader by its citizens, but obesity, stupidity and an egotistic attitude are not qualities of which to be proud.

ODYSSEY NEWSMAGAZINE

No learning in in-school

One of our school's biggest disciplinary consequences, In-School Suspension, contradicts our teachers' purpose -- to teach us.

BY PAULA HILLARD
Viewpoint Writer

When I walked into In-School Suspension, the students were quiet and the room was warm. I cautiously took a seat and looked around to see what others were doing. No one gave me direct instructions, so I sat at a computer desk, took out a pen and notebook and quickly realized that this was going to be a nice and relaxing day.

It's a place students are sent when they have broken school policies, but it does not provide appropriate discipline.

I became a victim of the school's tardy policy and was called down to the old, isolated brick building across from the cafeteria. Throughout the day, I sat in the same seat for 8 hours. The only break we were given was a 10-minute lunch break, and then it was back to our cave once again.

Internet access was provided, listening to music was allowed and doodling was contagious throughout the room. Class work was given to us and we were expected to finish it. But did we actually complete our work? From what I observed, the majority of the students in ISS would have answered no.

Often the reasons for being sent to ISS are questionable: tardies and dress code infractions are completely different situations than causing out a teacher or fighting. If we are late to class up to 10 times we are removed from class, and instead sit in boredom in ISS. Administrators and teachers expect us to pass our classes, yet they separate us from our normal learning environment for a whole day if we are late a few times. However, the consequence is more of a reward. If a student is caught skipping class, they are placed in ISS, which just accomplishes their mission in the first place.

How ironic.

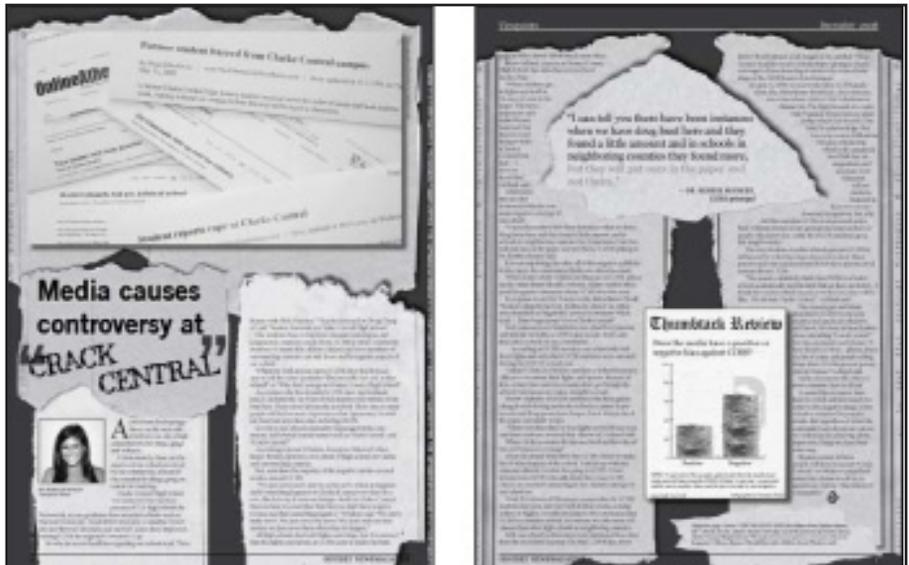
ISS gives unmotivated students an alternative to attending classes. It does nothing more than prevent further learning, and it has built a reputation as the perfect place to dream.

RIGHT: LITTLE LEARNING TODAY: Clark Central High School students are sent to In-School Suspension for disciplinary infractions. However, students rarely do more than sleep during their day in ISS.



FULL PAGE

Find one dominate photo and use it. Using two or three columns helps break up the text. If you have room, add a pull quote, a graphic or one or two small photos along the with the dominate photo, but do not force it if there is no space for it.



Media causes controversy at 'Crack Central'

Crackstacks Review

Crackstacks Review

Crackstacks Review

News

News is characterized as an objective telling of events. There is no opinion or flair. It is straightforward. The hardest part about news is getting the facts out in an objective way that people want to read it. (See, even that was subjective.)

The News section of the **ODYSSEY** includes articles written by people assigned to the section, as well as others, and a News Brief page compiled by the News staff.

Subjective: “It was a very barren, tree-less parking lot. Not inspirational to anyone,” said Conroy, *as she gazed across the now gracefully landscaped Baxter Street parking lot.*

- The italicized phrase is subjective and should only be used in the features section.
- It is the writer’s opinion that the parking lot is “gracefully landscaped.”

Objective: The William Breman Jewish Heritage Museum helped bring Kohn to CCHS after contacted by Goodrich.

- It is simply stated and it does not bring in the writer’s opinion.

In each issue there should be an article covering a club, a school event, a class and a local issue. News staff should attend Parent Teacher Student Organization meetings and Board of Education meetings. At these meetings, events within the community provide good stories for the News section!

Writing a News Story

Getting Started

- Before you start writing, make sure you know what the focus of your article will be. This does NOT mean what your take on the subject is. The focus or angle should be what interests the readers the most.
- When writing a lead, try to find a way to grab the reader’s attention without slanting it. Remember that in news writing you shouldn’t be stating an opinion. People will read the article to get the entire story, not just your side of it.
- Leads should be around 30 words.
- You should have an interesting and informative quote directly following the lead to draw the reader in and to get the point of your article across.

Body

- Go in an order that makes sense for your article. Chronological order is a good example of an acceptable sequence. It confuses the reader if the information skips around a lot.
- Again, stay objective. Avoid clichés and cutesy phrases. They do not belong in News.

Conclusion

- Sum everything up in your second to last paragraph. Your last paragraph should be a quote that captures the main idea of the article. Your quote should be every bit as interesting as your leading quote.
- Do not slip opinions into your conclusion. You have to stay distanced from the topic through to the end.

Packaging a News Story

Your headline should attract people's attention.

Do not restate your headline or your lead in the deck. Your deck just needs to be basic—state what the article is about and nothing else. AVOID BEING SUBJECTIVE.

NEWS GRAPHICS

Consider including infographics with photos and captions. They capture people's attention, and even if they don't read the entire article, they will still get information.

News layouts do not have to be fancy like some you might find in Features or Variety. The layouts should reflect the text -- straightforward and simple. However, you can still have fun moving all of the elements around and pulling a few subtle tricks here and there to create eye appeal.



News Briefs

Writing a News Brief

A news brief is a short summary of an event that relates to the school in some way. Preferably, students should be involved in the activity. You want to relate the brief to the students as much as possible in order to get more student names in the publication.

List the names of students by grade level and then in alphabetical order of their last name. For teachers, list them first by department and then by their full name. Do NOT use “Ms., Mr., Mrs, etc.”

All names should be bolded the first time they are used. The next time a name is used (after having already been stated), refer to that person by last name only. This goes for writing articles as well.

News briefs are typically around 100 words. They are used to get students into the magazine that aren't usually represented. You should always have a quote in them, preferably from a student, but a teacher is okay, too.

If the brief contains your name or that of another ODYSSEY staff member, use the middle name if possible instead of the first name.

When doing layouts for News Briefs, it's always best to stay consistent.

Common Mistakes in a News Brief

Misspellings—double check the spellings of all the names

Once all of the news briefs are in the order they will appear in the layout, make sure Clarke Central High School is spelled out in the first news brief and after that, it should be CCHS. This same holds true for all other acronyms. News briefs are indented like paragraphs.

Times are always written using figures. Morning and afternoon are distinguished by a.m. and p.m., respectively. Noon and midnight are referred to as noon and midnight.

Days are always spelled out. Months are abbreviated except for March, April, May, June and July. Only include the year if it is not implied.

Principal Dr. Robbie Hooker is referred to by full name in the first news brief and after that is referred to as Hooker. Same with other names. They are not bolded a second time.

ODYSSEY is always written in AlbertusMT font and in all caps.

Be sure to include “—Compiled by the News staff” at the bottom of the page.

Here is an example of a good news brief:

Welcoming new faces

English department teacher Ginger Lehmann is the newest teacher on the Clarke Central High School staff. Lehmann came to the Clarke County School District after working at Chattahoochee High School in Atlanta, Ga. Before receiving her permanent position at CCHS, Lehmann worked as a substitute teacher for elementary schools in the CCSD. Lehmann is now employed by the CCSD as a full time teacher. She teaches 10th grade Literature Composition and 12th grade British Literature.

“My goal as a new teacher would be that I would like to refresh my old teaching methods and learn new teaching methods from other teachers. For my students, I would like my students to gain confidence because high school students are creative and interesting to teach,” Lehmann said.

Features

Features articles are the longest in the magazine and focus on in-depth stories around Clarke Central High School and Athens Clarke County. The issues are usually timeless accompanied by a profile of a student or community figure. Every magazine will have a Feature and a Focus – one will relate directly back to CCHS while the other will cover a community topic or person.

Basically, a feature is...

- A mix between news and variety
 - objective and informative, yet creative
- Often controversial or dramatic, covering sensitive issues
- The most in-depth to write
- Requires a lot of time and effort
- Allows you to get to know your personal writing style better
- Involves hard editing

Preparation:

Because features articles are longer than others, being very organized and following the specific feature's deadlines that are set in place is imperative.

It is important not to **procrastinate.**

Immediately after you get your article assignment, **RESEARCH** whatever you can about your topic. This will give you informed, detailed questions that will lead to better quotes.

Organization

Features Deadlines

Rough Draft

Interview list (with status, scheduled, pending, etc.), and interview questions for all people, photo/graphic/cartoon request

Middle Draft

Transcriptions, quote outline, possible headline, deck and lead

Final Draft

Complete draft* (With draft should be a possible deck, headline and the word-count along with your name and page numbers)

*This means that you will have little time between edits to work on a layout. Layouts should be started while waiting for interviews, edits, etc. If there is no timely way a layout can be done, send a layout request to the Design Editor.

Interviewing

Be very professional and explain what your article is about briefly. If a person still has questions, offer to send them a couple of your interview questions to prepare them. Set up a time and location that's convenient for them.

Questions:

You need to have A LOT of questions, beyond 20 or 25. Each new topic brought up should have filter questions and follow-ups. Freestyle follow-ups if you can. Once you've asked all your questions, ask "Is there anything else you'd like to say?" (It can get good quotes!)

--Always send a Thank You card and a copy of the magazine when your article comes

Outline

Once your interviewing and transcribing is done, organize your quotes into an outline, or flow-chart of your article.

Color-code different people different colors and place their quotes appropriately. Try to be as detailed as possible, it will help you greatly when writing your first draft. Due Middle Draft deadline.

Structure of Writing

Headline: Should be intriguing but short. Should include an action verb and relate directly to a theme or topic in your article. Often the hardest part, but thinking of possible headlines ahead of time will help.

Deck: Every article has one, briefly describe the article without giving too much away.

Lead: VERY IMPORTANT, often the most important in a features article due to their length. This will be at the beginning of your article. A lead should pull the reader in and make them want to know more about your topic. There are different leads for different types of articles.

1. Illusion lead – *“The door to the SOAR Academy has no handle. A buzzer on the wall near eye-level is the only way into the alternative school. A muffled voice crackles from the speaker, asking for a statement of business. A moment later a secretary slowly makes her way down the stairwell to allow entrance into the school.”*

The SOAR Academy is cold and dimly lit, and the school’s one long hallway is filled with stagnant air. The old H.T. Edwards Center for Alternative Education was renamed the SOAR Academy in an attempt to rid the school of its negative label – a school for disruptive students, a warehouse for juvenile offenders.”

2. Profile lead – *“As Georgia superdelegate and Chair of the Democratic Party of Georgia, Jane Kidd voted to support Barack Obama in the 2008 primaries. However, she has been surrounded by politics for her whole life, even before she was aware of her own political future.”*

Angle: An angle is an objective view to focus your article around. Often your angle will change with the more interviews and information you get, but it should be in your mind. Consider the following questions when coming up with an angle: *What is the most relatable side of this story? What are people really pointing towards in interviews? Is there an issue that could be confusing? How could you focus your story to clear all confusion for the reader?*

Conclusion: The conclusion should be built up throughout the article and have your second most powerful quote. Should not be too open-ended or vague.

Layouts

Layouts need to be really interesting to keep the reader involved throughout the pages of your article. A dominant photo on the first page with little to no text is a popular design idea. Reverse text is used (a little too) often. Provocative pull-quotes keep the reader engaged.



GALLERY OF EMOTION

When creating visual artwork, one Clarke Central High School senior uses various media and themes to convey the passion of her subjects.

BY AARON HOLMES
Features Writer

For Clarke Central High School senior Evelin Vega, artwork is something that has always come naturally. Vega first discovered her artistic ability before her high school years began.

"A friend in middle school suggested I start, and the art teacher saw my talent and encouraged me to do art," Vega said. Since then, Vega has worked on expanding her style and the range of her artwork. Her compiled portfolio of a year-long session of Advanced Placement studio art reflects this expansion. Her work ranges from detailed still-lives to surreal portraits.

"It's different," Vega said. "I don't think people normally think of it (as usual visual art)."

After only four years as a high school artist, Vega seems to have found a signature style. Most of her artwork is made with media that fit her range of comfort.

"My favorite medium is graphite and I feel most comfortable with acrylic right now," Vega said.

However, Vega's senior exit show, which was on display outside CCHS' E. B. Nell Auditorium for a week in March 2012, displayed a variety of media that literally came off the page with various three-dimensional objects.

One of Vega's pieces features a graphite track runner with a cheetah's head. Vega displays energy through the vivid movement of the runner's arms as she sprints. To add a dramatic touch to the piece, the finish line, being pushed

ahead by the runner's torso, is represented by a curling red ribbon fastened to the page.

As well as exhibiting Vega's use of envelope-pushing media, the piece fits into the concentration of Vega's AP Studio Art portfolio. The concentration, which all students are required to have, is the central theme that most or all of the compiled artwork from the class must fit into.

Vega chose to compare animals and humans. Her art symbolizes similarities between animal and human behaviors by visually representing man and beast combined into singular beings.

"A lot of people don't think of putting animals and humans together," Vega said. "I feel like people and animals are very similar in different aspects of life."

Vega's human-animal simile artwork ranges from comical (a pig at a hotdog-eating contest) to contemplative (a small child with a parrot's head).

When making artwork, Vega keeps one goal in mind.

"I try to show the emotions that people have," Vega said. "I (try) to portray their emotions onto the actual piece that I'm working on."

Though Vega says she encounters difficulties when thinking of new ideas for projects and getting those projects completed on time, she does take pride in her work.

"It's different. People don't normally think of (the ideas I have)," Vega said. "It's individual. It's unique."

"I try to portray the emotion of my subject onto the actual piece that I'm working on."

—EVELIN VEGA,
Clarke Central High School Senior



Above left: ZOOEY DESCHANEL: Clarke Central High School senior Evelin Vega used graphite, her favorite medium, to create a portrait of actress Zooey Deschanel during her junior year. **Above right:** BALLERINA: For Vega's Advanced Placement Studio Art class, the concentration of her portfolio was the similarities and differences between humans and other animals. In this drawing, she compares a ballerina to a flamingo. "People don't really think about putting animals and humans together," Vega said. **Below:** YELLOW SUBMARINE: Vega used a wide range of media in her senior portfolio, as exhibited in her psychedelic portrait of English rock band The Beatles. Various media ranging from acrylic to charcoal to ribbon were present in Vega's senior exit show. **Opposite page:** SELF-PORTRAIT: When creating her self-portrait, Vega did what she always tries to accomplish through her artwork — displaying feelings. "I was very calm and happy at that time," Vega said. "I was trying to show that."



Photos

Profiles - Should have many pictures of the person and what they do that you are focusing on (a club, family, job, etc.). Many times people will have pictures they can give you what would greatly enhance the way a reader relates to that person.

Issue-based stories - Often staged, dramatic pictures that play off shadows, darkness or a portrayed emotion. Must be tasteful and effective in your article or else they will not work. Captions are hard for these.

Variety

What is Variety?

Variety is the section made up of Cultural Buzz, Spotlight, reviews and more alternative and cultural news stories. These stories must appeal to a wide range of the student body here at Clarke Central.

Cultural Buzz

- Usually the first element in the Variety section.
- Two page spread made up of “blurbs” and pictures
- Should cover diverse restaurants, movies, video games and music along with other events that go on around Athens.

What is a blurb?

Blurbs are miniature reviews that make up the Cultural Buzz section. They should be about 250 words long. Make them as condensed and creative as possible. They should just be factual accountings of what you are reviewing along with your opinion.



Instagram, Kevin Systrom and Mike Krieger

Capturing a moment with a photograph can be very fulfilling and provide nostalgic reflection down the road. Instagram allows its users to do just that, but with enhanced features.

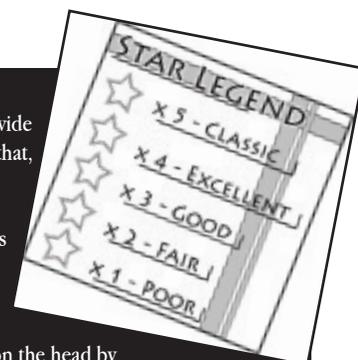
The free photo sharing program was released as an application in the iTunes App Store in Oct. 2010. Through Instagram, users can take photos and manipulate them with digital filters that have the ability to boost color, contrast and overall appearance. A seemingly plain photo has the potential to be turned into an original masterpiece.

Instagram's co-founders Kevin Systrom and Mike Krieger hit the nail on the head by joining their compelling app with the ever-growing social media networks, Facebook and Twitter. Users have the capability to simply touch “share” and quickly become famous -- within their respective newsfeeds -- as their edited photos circulate computers and mobile devices.

Instagram was initially only compatible with the iPhone, iPad and iPod Touch. However, on April 3, the app was introduced to the Android, and those users were welcomed to the world of elite photo sharing. Instagram allows individuals to explore their creative freedom and show off high quality images.

Although the app is free, the memories captured by Instagram are priceless.

-- Mollie Sherman, Senior Copy Editor



Styling Cultural Buzz

Titles of Blurbs are in TW Cen MT, 10 pt. font.

All copy text is Apple Garamond, 9 pt. font.

Reviewer's name and staff position is only ONE line below the blurb and is also Garamond, 9 pt. font, but is italicized.

AP Style for blurbs and other reviews:

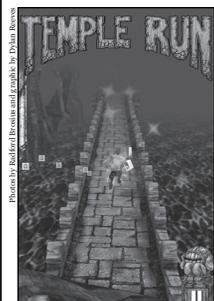
Movies, computer games, restaurants, plays, poems, albums, songs, TV shows and works of art:

- Capitalize the principle words
- Capitalize the articles a, an and the if they are the first or last words in the title

Italicize the titles of books, plays, TV shows, movies, magazines, newspapers, gallery/museum exhibitions and albums.

Put quotations around titles of songs and albums.

Cultural Buzz



Temple Run, Imangi Studios

Temple Run, released on Aug. 4, 2011, has quickly captured the attention of iPhone, iPod and iPad users everywhere. The game was designed by Imangi Studios and is now one of the hottest free apps. The game is simple: run from evil demon monkeys and do not die. While running you have to maneuver your character to avoid obstacles such as tree roots, boulders and tricky pathways. The longer you survive, the more points you accumulate. You also collect coins as you run, which can be spent on game upgrades, power-ups or new characters in the game's shop.

Temple Run is a dangerous game, not just for Guy Dangerous, who is the main character but also for the player. It is highly addictive. The more you play and compete with your friends, the more fun it becomes. Every time you establish a new high score, you will experience a sense of pride. However, every time you die, you may feel the strong urge to throw your Apple device away from you with a large amount of force and frustration.

Nevertheless, Temple Run's graphics and display are top-notch and the gameplay is great. If you have not played Temple Run and you have an Apple device, go to the App Store and download it free right now.



—Loran Posey, Sports Editor

Movies

The Woman in Black, James Watkins

Daniel Radcliffe, who is most well known for his performance in the *Harry Potter* series, returns to star in *The Woman in Black*, a suspense-filled horror movie directed by James Watkins released Feb. 3. Radcliffe plays Arthur Kipps, an early-1900s London attorney who is sent to a small, rural village in order to retrieve the will of a dead woman from her abandoned house.

Naturally, such an eerie setting provides a scary start to the movie. As Kipps explores the house, it quickly becomes apparent that it is haunted, and the thrills truly begin.

Although *The Woman in Black* isn't bad as far as suspense goes, Radcliffe's acting is top-notch, but his character is the only one with more than a handful of lines. In fact, *The Woman in Black* could have been great if it didn't try too hard for cheap scares.

—Aaron Holmes, Features Writer



The Vow, Michael Sucsy

Inspired by the true, inspirational love story of Kim and Krickitt Carpenter, *The Vow* brings revelation to many viewers as it concentrates on a young, married couple, Paige (Rachel McAdams) and Leo (Channing Tatum), who are suddenly faced with a dreadful challenge when they get in a severe car accident.

Directed by Michael Sucsy, *The Vow* follows Leo as he tries his best to keep his perfect marriage together. His wife Paige suddenly has no knowledge of him—as the accident erases her entire memory of their life together.

The Vow is a passionate love story that completely breaks the viewers' hearts. It makes many aware of how grateful they are to not have to go through such terrible situations.

Although it was predictable, like most love stories, it didn't take away from the fact that it was a sweet, amusing and heart-warming story that was very enjoyable. The tragic yet humorous plot leaves you wanting more. It may have left me with an empty wallet, but it was certainly worth the outrageous \$9.50 to see it.



—Isabella Zaccaria-Jeffers, Viewpoints Writer



Food

Stuffed Burger, 1074 Baxter St.

When you walk into the newly-opened Stuffed Burger, located at 1074 Baxter St., you can feel the welcoming atmosphere. Although they only opened in Oct., they have quickly become a part of the Athens community.



The delicious Stuffed Burger, is a great new place that serves exactly what it sounds like, burgers with ingredients stuffed into the patty.

Stuffed Burger does not have a large variety of choices when it comes to actual burgers, but the burgers themselves taste great, since they are stuffed with fresh ingredients. They are also reasonably priced, with burgers costing \$5 to \$6.

Aside from the burgers themselves, Stuffed Burger has great side items that add to the experience. They serve the best tater tots in Athens and they have choices for vegetarians. Also, if you are a Clarke County School District student, you get a free regular sized drink with refills.

The atmosphere adds to the enjoyment. There are guitars on the wall signed by Paul McCartney, Bob Dylan, The Rolling Stones and Pink Floyd and you can usually listen to these bands' classics playing while you eat.

While Stuffed Burger may have a limited menu, the overall experience is great. It is a place that anybody would enjoy enough to want to return.

—Radford Brosius, Variety Writer



Music

Ceremonials, Florence + the Machine

Florence + the Machine's sophomore album *Ceremonials* was eagerly anticipated for months until its release in Oct. 2011. Needless to say, fans faced no disappointment upon its release.

Florence + the Machine is a seemingly overnight sensation that came to popularity when "The Dog Days Are Over," a song from their first album *Lungs*, was featured in a commercial for the movie *Fat Frat*. Love. Ever since then.



The album has 15 tracks that are all equal in their dramatic flair. Welch has a commanding voice that is more convincing than any American Idol winner. The songs, dominated by booming tribal drums, cascading harps and seemingly endless vocal notes, are the perfect driving-with-the-windows-down music.

Ceremonials differs from *Lungs* in the sense that it is more homogenous in the mood of the different tracks. While *Lungs* was a delightful amalgamation of lively and powerful tunes, *Ceremonials* takes a cue from the latter and is filled with dominating, assertive songs that sometimes vie for supremacy.

Florence + the Machine and every song on the album is easy to become enamored with, but the album as a whole sometimes is a little too filled with overwhelming emotion.

—Chloe Alexander, News Writer



Reggaeton, various artists

For those of you who don't know, reggaeton is basically Hispanic rap, which is very popular among the newer generation Hispanic culture.

The familiar sounds of some of the most popular reggaeton songs filters through 2005's *Reggaeton!*, which is a compilation from various artists including Daddy Yankee, Don Omar and Nore.

The average listener will probably not know "Baila Morena," a track by Hector & Tito. The catchy refrain is repeated over and over again and dancing is sure to ensue.

While there were some great tracks, the repetition of beats was present. Unless you're a hardcore fan of reggaeton, you won't be able to tell the beat Don Omar's "Dale Don Dale" from Calle 35's "Me Gustan los Yumas," because the songs are both dance centered.

There is the misconception that you have to speak Spanish to listen because even if you don't understand what they are saying, it sounds catchy and different.

You can find this album on iTunes for the low price of \$5.99, which includes 20 tracks of the best of today's reggaeton.

This CD is perfect for anyone who has an open mind and a generally good taste in music.

—Dylan Reeves, Business Staff



Books

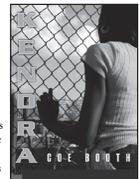
Kendra, Coe Booth

Kendra is about a 15-year-old girl growing up in Brooklyn. In the beginning of the book Kendra faces issues with her family and friends. In this book author Coe Booth teaches lessons about the importance of friendship.

Booth also teaches about the dangers of envy. Kendra tries to find herself and be her own person, not what others want her to be, but she is caught in the middle of a crazy world filled with sex, lies, and drugs. She experiences peer pressure from her friend, Adonna and meets a boy named Nashawn who she falls in love with, but who she argues with Adonna over. The book's main lesson is about how to deal with everyday issues and remain true to yourself.

While the book and story itself is depressing and seems like it can go on forever, it ends happily. Eventually, Kendra solves her problems with her family and friends, and the book ends happily.

The writing in the book was very creative and taught lessons that left an impact. It was written well, giving you a very vivid picture of the setting and the characters. Overall there was not anything bad about the book and it sent a great message to its readers.



—Fantasia Donaldson, Guest Writer



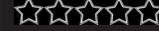
www.pinterest.com

It's 1 a.m. That's OK. Five more minutes. View more pins, just one more time. I haven't started my homework yet. That's OK, I'll do it in the morning. Recipes, do-it-yourself crafts, quotes, clothes. All of these, along with dozens of others make up the different categories on Pinterest. The website got its name from the idea of "pinning" your interests to different virtual boards.

Each user can create as many boards as they wish, usually each one dedicated to a different interest or category, such as places to visit or books to read.

To pin something to a board you simply select a button from your bookmarks bar that reads "pin it" and you'll get to choose which board to pin it to. Another option to get things on your board is to scroll through the home page or others' boards and "re-pin" something of theirs.

Pinterest gives internet users a unique ability to put all of their favorite parts of the web into one convenient place. The best part is being able to look at others' boards and discover even more about a particular topic that you love or find something new you never thought you'd find interesting.



—Hannah Dunn-Grandpre, Variety Editor



Graphics by Dylan Reeves and Radford Brosius

Reviews

How to write a review:

Lead: Should be 30 words or less. Needs to attract your reader and set the tone for the rest of your review.

Intro: Give basic information about what you're reviewing; should be about 45 to 60 words.

Review: This is the important part. Pick the positives and negatives of what you are reviewing and write at least two or three solid paragraphs about it. The length of this part depends on whether your review is a half or full page spread.

Conclusion: Should be 30 words or less, like the lead. Needs to summarize briefly your entire review and hit key points that the reader should have picked up.

February 2011

Variety

Duty calls for a seventh

Black Ops, the newest Call of Duty game, gives Cold War combat an action-packed makeover.

BY JAKE MARRANO
Variety Writer

The frequently used idiom, "the third time's the charm," couldn't stop the creative minds of Treyarch in developing *Black Ops*, the seventh edition of the video game series *Call of Duty*, released Nov. 9, 2010.

Hungry for intense violence, I gripped the controller with steady hands, my fingers loose and ready to move. I was fully prepared to absorb the hype of *Black Ops*, knowing that the *Call of Duty* franchise serves some of the best blood and gore available on the Xbox 360 console.

My player is Alex Mason, a special force operative, who is held hostage by unknown captors in an interrogation room. I found him strapped tight to an electrical chair unaware of his location. The couch, I once relaxed upon in my cozy room, now became a tangled web of electrical wires and a sense of torture lingered in the air.

The year is 1968. Mason's past seven years are compiled of black operations and illegal covert missions. He's sworn to never speak of his secrets, but the electrical shock becomes too overwhelming and he begins to spill out every secret. The moment he confesses played as flashback missions that make up a majority of game play.

The start of his black operations began with the assassination of Fidel Castro in 1961. During the Bay of Pigs, I arrived on foot locked and loaded for a Castro scavenger hunt.

The controls were easy to use, making some of the most complex moves straightforward. I never thought about wasting my valuable playing time flipping through an instruction manual. I could wield two guns at a time and choose to either aim down the barrel of the gun for more accurate shots, or unload the clip at waist point into the enemies.

Fights alongside friendly operatives make the missions fast-paced and exhilarating. I was able to use stealth in taking out foes by crouching to remain silent or crawling for protection. At close range, I could stab the intended victim with my equipped knife for a swift, silent kill.

The graphics from the game flashed colors of both bloodshed and beauty into my eyes and made

the once dark room illuminate. Car explosions and constant sputtering of guns did not nearly awe me as much as the realistic sounds and visuals of a rocket taking off from its launch pad in the distance. As the rocket's blast shook the screen, I felt a slight dizziness and almost dropped my controller.

Not only did Mason have numerous abilities as a foot soldier on the battle grounds, but he soon found out special missions require certain vehicles to operate. With my spine tingling from excitement as a gamer, I piloted a Mi-24 Hind helicopter and controlled the guns as well as the movement of the massive aircraft with my controller.

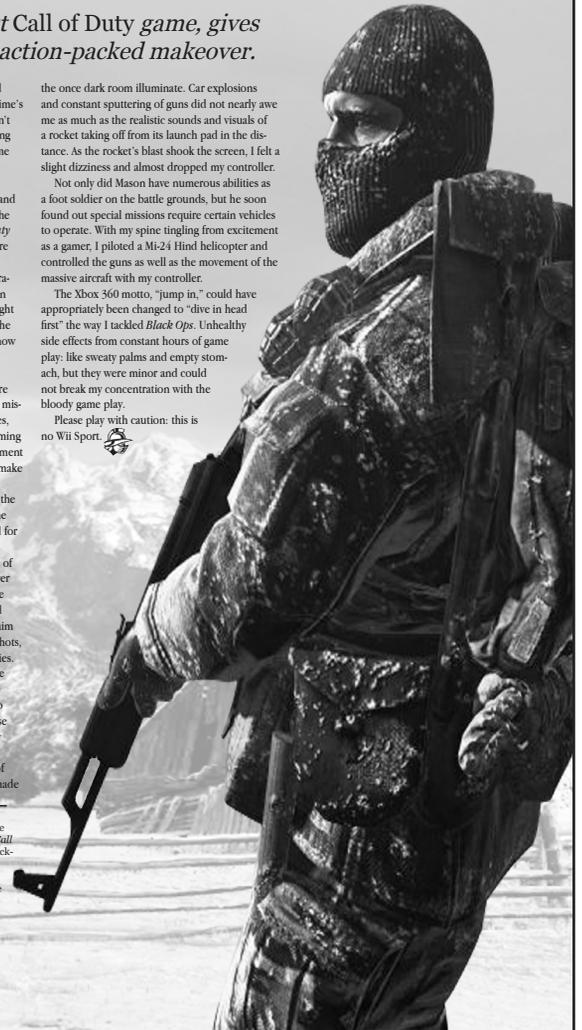
The Xbox 360 motto, "jump in," could have appropriately been changed to "dive in head first" the way I tackled *Black Ops*. Unhealthy side effects from constant hours of game play: like sweaty palms and empty stomach, but they were minor and could not break my concentration with the bloody game play.

Please play with caution: this is no Wii Sport.



Right: AWAITING COMMANDS: A special force operative gazes out into the horizon in the new *Call of Duty: Black Ops* videogame. He takes each back-breaking mission one step at a time. His objectives are complex, but ultimately come down to one rule: finish the job. This makes the game one of a kind, action packed and thrilling.

Photo courtesy of <http://www.whatnot@img.mars.com/>
Graphic by Alexander Bona and Dylan Reeves



Your goal in writing a review is to inform and entertain readers who might possibly want to try what you're reviewing. This could be a movie, restaurant, event, anything. Make your explanation entertaining to keep the reader engaged. Give interesting details that most wouldn't usually think of. It is okay to write a bad review, but don't rant. Reviews should be helpful tools for readers. Opinions are good, but an overbearing opinion can set off your reader.

Variety Design

What do you want to make your page appealing?

- A cohesive spread that flows
- Creative text that matches the theme of your article (Make sure this is not overused throughout the section)
- A large, dominant photo or design element that draws the readers attention

Important things to remember about Design:

For Variety, the design is very important. It needs to be able to draw readers in and keep them there. Creativity is key. Keep things new. Don't recycle old layouts from previous ODYSSEYS. The Variety section should be edgy.

Tips for getting layout ideas:

Look at other magazines aside from the ODYSSEY and see what new designs they're using. This can give you good layout ideas that are interesting for

Don't make your spread too wordy or "text heavy." Pictures and graphical elements are important so a reader doesn't get overwhelmed.

October 2010 Focus

Through Laura's lens

BY TAMAR SCHMIDT
Photo Editor



L*aura tiptoed out of the house, around the corner and knelt down to peek into where her cat just disappeared. In front of her lay five newborn kittens. Snap. Flash. Day 56. This is how Clarke Central High School junior Laura Sherman marks every day: a single photo per day for a year. This is her "365 Project," which she started July 29, 2010.*

"This project idea was really my cup of tea," Laura said. "It's a way of improving your photography and yourself (in general). I really liked the idea."

From elementary school onward, Laura has been praised for her drawing ability and possessed a passion for various forms of creativity — painting, drawing, design and photography. However, it was not until Christmas 2009, when her boyfriend and CCHS junior, Ben Fluckney bought her a camera, that photography became her true focal point.

"I started experimenting with the camera as soon as I took it out of the box," Laura said. "I really didn't know how to use it; that's the main reason I started the project, to learn from experience."

Laura's inspiration for the 365 Project came from Kitty Gallannagh, a 20-year-old

photographer from the United Kingdom, who started her own 365 Project earlier in 2010. Sherman began to follow Gallannagh's photography through the networking website www.deviantart.com.

"What I like about Gallannagh is that all of her pictures are bright and happy, sunny and cute. She does something different with that inspiration," Laura said. "I like her style, and I have now shaped my own."

Day 56 epitomizes this carefree style that she carries with her throughout the project. Five little kittens caught on film, to Laura, the spontaneity of this photo is what makes it so powerful.

"My favorite pictures are the ones that I don't think will be any good," Laura said. "I just love that kind of thing."

Spending an average of three hours a day working on the project, Laura takes nearly 150 pictures and chooses one that she feels best fits her day.

Day 3 captured Laura, a portrait that encompassed both her passion and herself. It was taken to welcome the beginning of something new — her 365 Project, and the fall.

"I said goodbye to summer," Laura said. "I felt like this was the last day I would get to really see (the summer)," Laura said.

She took this photo as the summer sun set, positioned with the sun behind her — her normal choice of lighting.

"I like to photograph at sunsets," Laura said. "The light isn't so harsh and everything looks soft."

Out of the many pictures she takes each day, the choice of her one daily picture is determined based on the abstract and deep emotional connection Laura feels with a photo.

"My process for taking (pictures) is pretty much random. Sometimes I'll go on walks and I'll take my camera with me," Laura said. "Some days it's my excuse to go outside and escape."

Laura's originality shone through at the onset of her project, when she lacked a tripod and proper lighting equipment and would experiment with different "home-made" techniques to aid her photography.

"I would stack plastic bins in my backyard and I would have to tie my camera string in between the bins and angle it that way. Then I would get a big

stick and put it in front of my camera and focus it like that," Laura said. "It was my old-school way of taking portraits."

Laura thought, at first, this set up would yield undesirable photos; however, she feels the pictures that she didn't believe would turn out as she hoped, like Day 56, were ultimately some of the best.

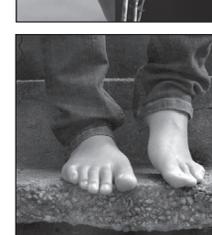
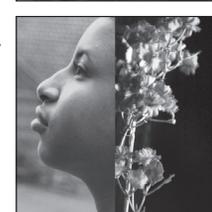
Though Laura now utilizes a tripod and lighting methods and feels more comfortable with the array of settings on her camera screen, she continually reverts to alternate methods.

Photography is something Laura feels is her form of expression, something she describes as independent and liberating. However, she depends on others' feedback to continue her work on the project. Without her friends urging her on, Laura expresses that she would not have the confidence to keep going with this project.

"I put photos up on Deviant Art, half-expecting them not to be recognized, and when people like the strange ones, I think I am doing something unique and independent," Laura said. "I can be happy with a picture, but when people comment, it makes me feel all warm and fuzzy inside."

Laura posts photos both on Deviant Art and Facebook. She will compile them for herself at the end of her project, after the year goes by and the pictures become part of her past. She intends to develop prints and string them onto a wire or cable — a tangible documentation that she can hold onto and look back on.

"I will keep this year close to me, and every single year that I feel like my life is going to change, I'm going to start another (365) Project," Sherman said. "And I'm just going to keep on doing that, so when I'm older, I can look back on a year and be like 'Oh my gosh, I remember these.'"



Sports

There are two types of sports stories: profile and news-based. Profile stories highlight a specific person in the local sports community. News stories cover all aspects of the sports realm, from coaches, big games, great/terrible teams, etc.

Throughout this process, an angle should arise on its own. If it does not, then after collecting every piece of information, reread it all. Try to put together the story in your head as if you were the reader. Share your research and findings with the other writers on your staff, and ask their opinion. Talk to your editor/ragsdale.

Below is an example of an appealing layout.

Photography

Unlike a photographer that's shooting an inanimate figure, a sports photographer is constantly monitoring his surroundings to capture any "moments." A moment is described as any significant event related to the subject being photographed (a goal being scored, a fight breaking out, fan interaction, etc.) Action and game shots are always preferred over photos taken during practice.



Regardless of how well a sports story is written, a reader will pass it by if the layout isn't appealing. Also, the lead of a story can either hook the reader or allow them to float away. Make sure you have some barbs to keep the reader attached. However, even beautiful aesthetics and an engaging hook won't guarantee your story is read all the way through; the entire story must be engaging.

HOW TO WRITE A SPORTS STORY

The Lead:

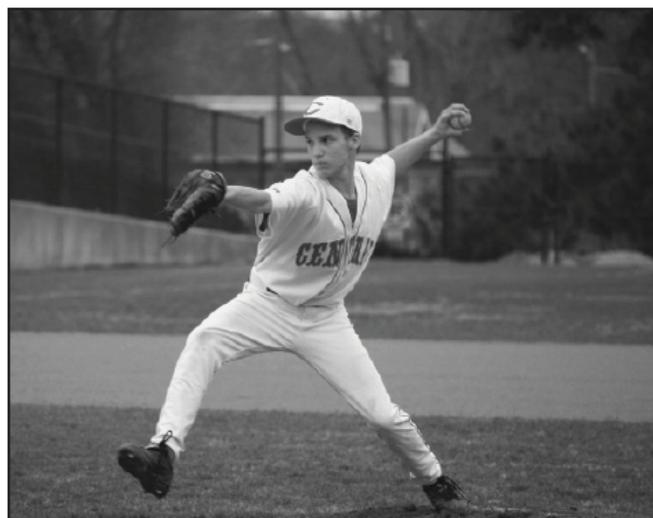
The lead can be one of the most difficult things to write because it must capture the readers' attention. Unless you have already thought of a lead, it is easier to write your lead after most if not all of your story is already written. Sports Illustrated writers do a superb job at leads; look at SI feature articles for good examples.

Most important quote:

The most important quote should be placed directly after the lead. It should hint on the issue at hand, and give readers a taste of what the article is about. Be sure to tie the quote into the story in a relevant manner.

Introducing the issue:

After the most important quote, explain the issue. If you confuse readers or you are not clear, you will lose them. Use a quote from a professional if it adequately describes the situation. Readers are more likely to trust a professional's word than yours.



Voice each side:

At this point in the article, you will need strong transitions to go from explaining what happened to getting into each sides' opinion on the issue. Smooth transitions are key. Make sure to quote the most important people involved on each side.

The conclusion:

The conclusion of your article has to give the reader a sense of closure on the issue. Using the second best quote to end the article is the most effective method.

SPORTS BRIEFS:

Make sure to use news that will be still be pertinent when the issue is released to the public. Examples of briefs that tend to be long-lasting are awards won, records set, future camps/games etc. Here are the rules for setting up sports briefs.

- Bold and Center all titles
- Include captions for the graphic and all photos
- Make the page three columns
- Titles should be original and creative
- Photo captions should be off the picture, not inset
- ALL names of athletes and teachers should be bolded and listed in alphabetical order in individual briefs.
- Drop caps for the two mini stories should be two lines
- Quotes are a good filler and important for the brief

SPORTS STORY WRITING TIPS

1. Find your angle (was it a “rebuilding” season for the team? a new coach? etc.).
2. Always interview the team captain(s).
3. Try and get one “sweeping” quote from the team’s coach.
4. Check and double-check all statistics that are included in the article.
5. Use LOTS of action verbs.
6. Find REALLY GOOD adjectives to describe players and plays.
7. Keep “discussion” of the sub-points of the article to a minimum.
8. Don’t use cliché phrases.
9. Refrain from any kind of “analysis” of the team, game, or season.
10. A good sports article should read like the game is actually being played.

INTERVIEW QUESTIONS

If you were the reader, what would you want to know? Ask detailed and specific questions pertaining to the issue. The coaches and administrators at CCHS are very easy to work with, and as long as you are flexible with them, they will be happy to do an interview with you. They will give you more than enough information.

Oftentimes, getting meaningful quotes from players is the hardest part of interviewing. You may have ask a variation of a question you have already asked to get a good response.

After transcribing all of your interviews, sift through the quotes and highlight the most important parts of each interview. You will know what quotes you will use when you read through the interviews.

Have your Thank You cards prewritten before the interview, so that you can give them to your interviewees at the end of the interview. The people you interview are much more likely to help you again if you present them with a quaint note expressing your gratitude.

Fact Check:

Make certain all facts and statistics in the story are 100% correct. Make sure you don’t have contradicting facts from different sources. Do the extra research in order to separate the truth from the fiction.

Interview ALL parties involved:

Administration
Students
Teachers
Players
Freshmen
Coaches
Athletic Director
Parents
Doctors
Trainers

Reliable internet sources:

www.gatfx.com- Cross Country and Track coverage
ga.prepcounty.com- General info on most sports
www.cchsgladiatorathletics.com- Has all sports schedules
www.eurosportscoreboard.com- Soccer scores, records, and top rankings

THE ODYSSEY SPORTS SECTION STYLE GUIDE

WORDS THAT ARE CAPITALIZED:

1. JV team (an abbreviation)
2. IA Central State Championship, or IA Central Conference (proper names)
3. Coach Faith Hisey, or Captain Hae Mi Kim (individual persons)

WORDS THAT ARE NOT CAPITALIZED –

1. varsity team, or junior varsity team
2. state meet, state tournament, state competition, or state champion
3. coach, or captain
4. freshman, sophomore, junior, senior

ABBREVIATIONS:

1. We do not use abbreviations for schools unless the name has been spelled out first in the beginning of the article. Abbreviated second references are acceptable for familiar schools.
CCHS, NEVER refer to it as “Central” or “CC”

APOSTROPHES:

1. There is no apostrophe in the word BOYS or the word GIRLS. Write “the St. Gregory girls team” or “the St. Gregory boys team.”

TO WRITE A TEAM RECORD –

- 11 – 6 (state # of wins first, # of losses second), and always specify if it’s total or only conference play

TO WRITE SCORES –

- Scottsdale Christian over Greenfields 81 – 73 (state winning team first)

USE LOTS OF QUOTATIONS IN SPORTS ARTICLES!

ABSOLUTELY NO –

1. editorializing in sports articles
2. avoid use of words like “best”
3. avoid phrases like “looks like they will be”
4. do not express “Congratulations” or “Good Luck” sentiments

NAMES IN PRINT:

First, use full name, then only last name.

—> example: first usage - Dr. John Menke

—> subsequent usage - Menke

NO: Judy or Jay (first names only), or Ms. Weller (use of titles)

—> should simply be: Cheng, Harris or Weller (last names only)

Numbers:

Dates —> singular form (all numeric) - 1983 or 2000; plural form (all numeric, but NO apostrophe) - 1990s or 1870s

Dates (when abbreviated) —> plural form only - '80s or '60s (use this form sparingly because this form can cause confusion on the part of your readers - for example, do you mean the 1980s or the 1880s when you say the '80s? a good rule of thumb is to use this form only for decades that really left an historical impression on the population, such as the '60s.)

2012-2013 ODYSSEY Staff Contract

Name _____

Date _____

Participation in the **ODYSSEY** requires students to take responsibility and exhibit a high degree of maturity and good judgment.

As members of a group that produces a concrete product that will be distributed to and read both by students and adults, those named to the staff can expect to be held to accepted journalistic standards and ethical practices.

As individuals, they are recognized by many as representatives of the magazine, whether actually on assignment or not.

Signing this document shows that you agree to the rules listed below:

1. I will not take advantage of the freedom given to staff members to leave class in order to cover assignments and do other work for the paper. I will not use journalistic duties as an excuse for doing assignments for other classes, playing around outside of class, disturbing other classes or leaving campus.
2. I will meet deadlines for assignments, rewrites and other newspaper projects. If I find that it may be difficult or impossible to meet a deadline, I will inform the editor and/or adviser at the earliest possible moment, realizing that there will be consequences in the form of my grade for my inability to meet said deadline or produce said article for the paper.
3. I agree to show loyalty to the staff and the newspaper. I will not "put down" the publication or staff decisions, nor make use of any privileged information I may have gained in an unethical, unkind or "gossiping" way outside of Room 114. I will respect the integrity of my publication, the team excellence, ethic of my fellow staffers and will work to promote unity rather than division within the team. I agree to provide coverage within the publication that is at all times fair, objective, complete, honest and not in any way libelous, contemptuous, obscene or in questionable taste.
4. As a representative of the newspaper staff, I agree to abide by standards of good behavior, avoiding rudeness and disrespect to both students, faculty, guest and those we interview. I realize the ability of a student press to cover sensitive issues may be questioned if individual staff members are observed acting in a childish or irresponsible manner.
5. I understand that as a staff member, I will need to accept story and work assignments which require out-of-school time to complete. I agree to spend the time necessary, at the time it is necessary, for optimum production progress and to meet the deadlines of the class and the printer, Greater Georgia Printers. I further agree that if I am ill or unavoidably absent when my assignments are due, I will notify the editor and adviser as soon as possible and make the necessary arrangements to complete the work.
6. I will wear my staff press pass every day to class and bring my staff stylebook each day. I will maintain the cleanliness of my lab station at all and my section table.

I understand that failure to abide by the terms of this pledge will result in negative consequences in my grade for this class and could lead to my dismissal from the staff or other disciplinary action.

Signed _____
(student)

Date _____

Signed _____
(faculty adviser)

Date _____