Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Group 3 Staff Manual Quiz**

**True/False**

\_\_\_\_\_ 1. A staff editorial is an unsigned piece that appears on the opinion page and represents the majority opinion of the editorial board.

\_\_\_\_\_ 2. A signed (bylined) opinion piece represents the opinion of the author only.

\_\_\_\_\_ 3. Columns are never titled and are never about the same general topic even if they are published regularly.

\_\_\_\_\_ 4. It’s not necessary to check the list of names for accuracy.

\_\_\_\_\_ 5. Rumor, gossip or innuendo are okay to include in a story.

\_\_\_\_\_ 6. The AP Stylebook, published by the advanced placement folks at College Board, to be consistent with our style.

\_\_\_\_\_ 7. When an error merits correction, we will promptly publish it in a consistent section of the our publication.

\_\_\_\_\_ 8. Political ads can be accepted, but the staff should make an effort to contact all people running to offer them an equal opportunity.

\_\_\_\_\_ 9. This class/staff is a laboratory for journalism students designed to serve the total school community.

\_\_\_\_\_ 10. Any full-length story will carry a byline.

\_\_\_\_\_ 11. It’s okay to accept a free meal if you’re doing a food review at a local restaurant.

\_\_\_\_\_ 12. We cover items based on their timeliness and avoid sensationalizing news.

\_\_\_\_\_ 13. The editorial board is the decision making body for our staff.

\_\_\_\_\_ 14. There are no job descriptions whatsoever for staff reporters.

\_\_\_\_\_ 15. There is a hierarchy of staff management based on experience and quality of work.

\_\_\_\_\_ 16. We have an obituary policy so that anyone who dies gets treated the same way as anyone else in our coverage.

\_\_\_\_\_ 17. Editorials can commend and congratulate, criticize, expose or inform, persuade, and/or entertain.

\_\_\_\_\_ 18. It acceptable to run ads on editorial and opinion pages.

\_\_\_\_\_ 19. Cell phones in the classroom should only be used with permission for specific staff reasons.

\_\_\_\_\_ 20. It’s okay to take a photo from the Internet and republish it.

\_\_\_\_\_ 21. Voice recorders should be used whenever possible in addition to taking notes.

\_\_\_\_\_ 22. There is a specific process for submitting a story for publication.

\_\_\_\_\_ 23. You don’t need to keep a copy of your interview notes or the recording.

\_\_\_\_\_ 24. The staff never uses social media for any coverage.

\_\_\_\_\_ 25. Current events quizzes cover school/local, state, national and international news each week.

Make sure that all questions apply to your staff before you print and distribute.

**KEY:**

1. True

2. True

3. False

4. False

5. False

6. False

7. True

8. True

9. True

10. True

11. False

12. True

13. True

14. False

15. True

16. True

17. True

18. False

19. True

20. False

21. True

22. True

23. False

24. False

25. True