

The Wheaton Record Submission Guidelines

Article Submissions

I. Regular Coverage:

- a. **News:** Reportage includes but is not limited to: Student Government initiatives; changes in staff, administration, and curriculum; announcements and initiatives from the college; coverage of conferences and other major events hosted by the college; research being conducted by professors or students; responses to major local or national events; and any other news worthy events that are relevant to Wheaton College students, faculty, staff, administration, and alumni. **\$15/ news article**
- b. **Features:** Publication of long-form articles that highlight particular individuals, groups, or events on campus in a way that professionally and creatively tells a story to the rest of the student body. **\$15 / feature article**
- c. **Sports:** Coverage of major sporting events that Wheaton athletes participate in, highlights of student athletes and their success in their respective sport, and features of initiatives or activities hosted or promoted by athletic groups on campus. **\$10 / sports article**
- d. **Arts:** Publication of books, movies, or music reviews (including albums or concerts); features of local or campus art initiatives; profiles of student creatives; and coverage of art, dance, and music performances at the college. **\$10 / arts editorial**
- e. **Opinions:** features student opinions on topics that are relevant and engaging for students at their time of publication **\$10 / opinion editorial**

Pitching & Accepting assignments

1. Prospective writers will work with section editors to develop leads and present pitches to the Senior Editors for EIC approval. Sound pitches will include the following.
 - i. What the story aims to inform the community about and why it is relevant
 - ii. Who will be interviewed. Pre-arranged and confirmed contacts are ideal, but a list of potential candidates is acceptable. For a news coverage, the story must include a minimum of three distinct perspectives.
 - iii. Who will report the story and why the assignment is a good fit.
2. At the pitch meeting, senior editors will work with staff to develop the pitch's angle, provide additional contact ideas, and confirm the Record's permission to pursue the story. The section editor and reporter will establish a timeline for interviews, transcription, drafting, and editing of the article to be confirmed with senior editors. At this point the article will be considered "assigned."
 - i. Before leaving the pitch meeting, the section editor will create a google doc for the writer, grant the writer access to the doc for drafting purposes, and link the google doc to the appropriate Trello card.
 - ii. When a pitch is assigned, the section editor and reporter are committed to submitting the edited draft by the agreed deadline. Failure to adhere to the deadline or approved content may jeopardize timely publication and so compensation for the article.



- iii. If complications arise, deadlines may be renegotiated prior to the deadline's expiration. The section editor responsible for the article should contact the Managing Editor to explain the circumstances, and the Managing Editor will confer with the senior editing team to approve potential extensions.

Reporting & Drafting

1. Writers will conduct reporting of assigned article. Standard workflow progresses from assignment to research & interviews, transcription, composition, and submission for preliminary edits.
 - i. Reporters must copy their section editor on email communications coordinating interviews
 - ii. As an associate of the Record, reporters may have free access to certain campus events or meetings. Where applicable, budget may be approved to offset ticket costs.
 - iii. Interviews relating to the drafting of an article for publication must be recorded and transcribed for verification of factuality and authenticity. Interview transcriptions should be copied onto the bottom of the article's draft as an "appendix" for editors' reference.
 - iv. Prior to the draft's deadline, the reporter will contact interviewees by email to confirm the quotes that will be embedded in the article. Confirmation must be notated beneath transcriptions in appendices of the draft.
 - v. Editors are responsible for training and advising reporters of best interview practices and professional communications. Reporters who do not demonstrate practices representative of our mission statement and in-house policy will be dismissed and their article may not be published.
2. Throughout the reporting and drafting phases, section editors are to keep in contact with writers to oversee progress and offer support. Section Editors should be able to update Senior Editors on the progress of each developing article throughout this phase.
3. By the assigned deadline, the section editor will suggest edits on the finished draft for content, clarity, factuality, and authenticity.
4. By the assigned deadline, the section editor and reporter will meet in a COVID safe environment for an in-person or virtual office-hour to discuss and in-put edits. At the conclusion of this meeting, the section editor will remove the reporter's access to the google doc and notify the Managing Editor of the draft's completion.

Editing & Acceptance for Publication

1. The Managing Editor will verify that the draft is ready for copy-editing, which signifies the Record's acceptance of the article for publication and submit the document for Copy Editing via Trello.
 - i. Contributed articles from Freelance Partners that are accepted into the copy-editing stage will be compensated according to their appropriate categorical rate.



- ii. Staff Writers will be compensated for their work according to the hourly rate negotiated upon hire, and the flat-rate price awarded for free-lance articles will not apply. Staff Writers' weekly hours will be cyclically communicated through banner.
2. By the established deadline, the Associate Editor will over-see the completion of each articles' copy-edits.
 - i. Copy editors will suggest edits on the google doc to align each article with the AP Style Guidelines and check embedded quotes for accuracy and authenticity.
 - ii. The Associate Editor will approve appropriate edits and move finished documents' Trello cards forward for final edits.
3. By the established deadline, the Senior Editors and Record Advisor will review finished articles for content, quality, style, authenticity and factuality. The Layout Editor will work with the design team to in-put and organize the article in CEO, and the Editor in Chief will confirm final permissions for the article's publication.
4. By the next staff meeting, Senior Editors will communicate with Section Editors about the execution of the assignment and quality of the finished piece for the affirmation and betterment of the next issue's content.

Submissions:

1. Writers with previously drafted pieces may pitch their work to a section editor for publication. If the editor verifies potential for the work's publication, it may be pitched to the Senior Editors for publication. Approved articles must be reviewed by the section editor and sit for an office hour before they can be accepted for copy edits.

Policy Compliance: Submissions accepted for publication must adhere to the following

2. The Wheaton Record's mission statement: *"We exist as Christian Journalists to report news, highlight the personality, and present the perspectives that form the Wheaton community with rigor, professionalism, humility, and grace."*
3. Wheaton College's statement of faith.
4. Wheaton College's community covenant.

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II. Alternative Coverage:

- a. **Columns:** Interest based coverage for answering questions, developing literacy, or providing commentary relevant to an approved genre or interest. Columns may appear weekly, bi-weekly, or within by an approved alternative timeframe. **\$7 / column article**



Pitching & Accepting assignments

1. Writers interested in developing a column with the Record should directly reach out to a Senior Editor with a pitch for the column's content. If the editor verifies potential for the column, the idea may be pitched at the next staff meeting with preliminary title for the column and a pitch for the first article to be published in the column.
2. When the column is approved, the Managing Editor and Columnist will establish a timeline for the drafting and editing of the article, and upon confirmation with the Editor in Chief, the article will be considered "assigned."
 - i. Before leaving the staff meeting, the Managing Editor will create a google doc for the Columnist, grant the Columnist access to the doc for drafting purposes, and link the Google Doc to the appropriate Trello card.
 - ii. When assigned, the Columnist is committed to submitting the edited draft by the confirmed deadline. Failure to adhere to the deadline or the approved content may jeopardize timely publication and so compensation for the article.
 - iii. If complications arise, deadlines may be renegotiated prior to the deadline's expiration. The Columnist responsible for the article should contact the Managing Editor to explain the circumstances, and the Managing Editor will confer with the Senior Editing Team to approve potential extensions.

Drafting

1. By the established deadline, the Columnist will complete a draft based on the accepted pitch. In appendices, the draft should include sources to verify the document's factuality and authenticity.

Editing & Acceptance for Publication

1. By the established deadline, a Senior Editor will suggest edits to the draft over google docs for content, clarity, factuality, and authenticity.
2. By the established deadline, the Columnist will have inputted or negotiated edits so the Managing Editor will remove the Columnist from the document and accept the article for publication by submitting the article for copy-edits over Trello.
 - i. If the Columnist has not inputted or negotiated and cleared the suggested edits before the established deadline, the article's viability for publication will be jeopardized, and the article may not be purchased for publication.
3. By the established deadline, the Associate Editor will over-see the completion of each articles' copy-edits.
 - i. Copy Editors will suggest edits on the Google Doc to align each article with the AP Style Guidelines and any check embedded quotes for accuracy and authenticity.
 - ii. The Associate Editor will approve and clear the appropriate edits and submit the finished document for final edits via Trello.
4. By the established deadline, the Senior Editors and Record Advisor will review finished articles for content, quality, style, authenticity and factuality. The Layout



Editor will work with the design team to in-put and organize the column in CEO, and the Editor in Chief will confirm final permissions for the article's publication.

By the next staff meeting, a senior editor will communicate with each columnist about the execution of their assignment and evaluate the quality of their finished piece for the affirmation and betterment of the next issue's content.

Guest Writers

Approved Columnists may request to pitch a guest appearance within their column. Columnists should seek permission to develop the pitch from the Editor in Chief prior to presenting the article's pitch in the staff meeting. If approved, the Guest-Writer may accompany the Columnist in the pitch meeting to present their article. If the Guest-Writer is unable to present their idea, the Columnist will be responsible for presenting the developed pitch and communicating the assigned timetable and permissions with the Guest-Writer. While the Guest-Writer will receive the free-lance compensation for the week's article, the Columnist will be responsible for ensuring the article is received to copy-edits as their column's contribution.

Policy Compliance: Submissions accepted for publication must adhere to the following

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2. Wheaton College's statement of faith.
3. Wheaton College's community covenant.

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The Wheaton Record Submission Guidelines

Art & Photos

I. Cartoon & Illustration

- a. **Gag cartoons:** A single-paneled cartoon that is used to create fun about people in general. They create humor by the use of overstatements. They are used as a means of entertainment. Sometimes, they are used to highlight and poke fun at the faults or mistakes of humans. The cartoons may be accompanied by a single-sentence caption which may be the spoken words of a character. **\$5/cartoon**
- b. **Comic strip cartoons:** This type of cartoon appears as regularly with known or established characters in newspapers. They are portrayed in series to illustrate or tell a story. Each strip includes a series of panels with the words of characters encased in a balloon. **\$5/cartoon**
- c. **Editorial cartoons:** This type of cartoon is made for newspaper publication. They appear on the editorial page as single drawings which are used to throw more light on the editorial comment of a newspaper. They may appear with or without captions. Many editorial cartoons called caricatures poke fun at famous people such as



- politicians, musicians, etc. A caricature is a cartoon drawing of someone that exaggerates their appearance or behavior in a humorous manner to create fun. They may also support the main editorial of the day or they may deal with some other events in the news item for the day. **\$5/cartoon**
- d. **Illustrative Cartoons:** Illustrative cartoons help in explaining stories, teaching aids or advertisements. They explain further the text that accompanies them. -- Illustrative cartoons can be outsourced to accompany opinion or feature pieces. **\$5/cartoon**
 - e. **Visual Arts Column:** a bundle of cartoons may be submitted on a regular or semi-regular basis. **\$7/collection**

Submissions:

1. For visual art, the file should be a JPG or PNG
2. File should not exceed 20 MB
3. Include cover letter explaining your submission in less than 300 words
4. File should be sent to **valerie.halim@my.wheaton.edu**

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II. Photographs

- a. **Illustration/Stock** to support articles **\$5/photo**

Claiming & Accepting Assignments:

1. Photographers should check photo assignments on Trello and choose at least 1 assignment by commenting on the Trello card. Photos should be claimed by Monday night at 10 PM CST
2. Unclaimed photos after 10 PM CST on Monday will be assigned to photographers randomly by the Layout Editor
 - i. Assigned photographers should refer to the photo pitch and check in with writer to confirm content
 - ii. Some photo assignments require permission. Make sure photographers ask for permission a few days before assignment.

Capturing Images: Use the **EDFAT** principle when taking pictures:

3. **Entire:** Wide shot that will deliver a preliminary view of what is going on within a specific setting.



4. **Detail:** Detail shots are close-up shots to capture the specifics of the subject
5. **Frame:** Framing is a composition technique that can be translated as putting a point interest in the shot.
6. **Angle:** Try to shoot from lower, higher, sides, or any other angles
7. **Time:** The best moment of a scene or the perfect moment that occurs in a period of time

Submissions:

1. Include captions for each photo by typing them in the photo's metadata **OR** typing them in a word document.
2. Send a minimum of 5 and a maximum of 10 photos per assignment
3. Photos have to be in RAW format. JPEG is acceptable if it's not possible to have them in RAW
 - i. Photo size should be at least 2 MB
 - ii. Upload photos to Box [LINK TBD]:
4. Rename each photo in this format → **name of issue_photo # (example: SAGA Meals_1)**
5. Create a folder in Box to upload your photos and name the folder using this format → **YYYYMMDD_Name of Issue (example: 20200923_SAGA Meals)**

b. Photo Essays/Collections to supplement features section **\$15/feature**

1. Photographers should pitch photo essays at least 14 days before projected publishing time. Pitch should include:
 - i. Brief 5W+1H of your photo story
 - ii. News hook: What's interesting about it? Why should people care?
 - iii. Angle of the story
2. Photo essay must contain **EDFAT**:
 - i. **Entire:** Wide shot that will deliver a preliminary view of what is going on within a specific setting.
 - ii. **Detail:** Detail shots are close-up shots to capture the specifics of the subject
 - iii. **Frame:** Framing is a composition technique that can be translated as putting a point interest in the shot.
 - iv. **Angle:** Try to shoot from lower, higher, sides, or any other angles
 - v. **Time:** The best moment of a scene or the perfect moment that occurs in a period of time
3. Include a 300-word excerpt that introduces/gives context to your story. This may also be published.
4. Write captions for each photo. Include captions by typing them in the photo's metadata **OR** typing them in a word document.
5. Send a minimum of 5 and a maximum of 20 photos so that the editor can review the submissions. We will only publish 5-7 of the photos.



6. Photos have to be in RAW format. JPEG is acceptable if it's not possible to have them in RAW
7. Photo size should be at least 2 MB
8. Upload photos to Box [Link TBD]:
 - i. Rename each photo in this format→ **FIRST NAME INITIAL_LAST NAME_PHOTO ORDER (Example: V_HALIM_1)**
 - ii. Create a folder in Box to upload your photos and name the folder using this format→ **LAST NAME_TITLE OF ESSAY**

Submissions should adhere to:

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Editor's Picks: to increase opportunity for students' work to be publicized, visual contributors may opt to allow images not selected for publication in tandem with an article to be published in a visual 'round-up' of the week's happenings. These articles cannot be compensated monetarily but will be posted to the contributor's credit. Photos or illustrations chosen for this additional in-house 'column' will be selected by the Design Staff, and contributors will be notified prior to publication. In order for images to be considered, contributors must communicate in writing (via email, along with proposed captions, or on the Trello assignment card) that they're opting-in for consideration for additional publication opportunities.