Copy Editor

ISSUE: _____ **Score: _____/100**

Name: _____

_____ **50 Points: Copy Editor**
_____ Monitors proper care and maintenance of computers.
_____ Assists editors in chief in editing second drafts.
_____ Copy edits second draft of pages on computers during Late Nights.
_____ Apprises editor and adviser of issues before they become problems.
_____ Participates in editorial board meetings.
_____ Helps maintain staff efforts in lieu of editors in chief.
_____ Creates a log of common errors found in printed issues of the Corral and helps educate staff on these errors.
_____ Continues to review Corral style and standard English grammar.

Story Ideas (include written copy) **_____/10 points**

Completes 5 story ideas in correct format. These written ideas must be original, easily readable and must follow elements of new: timeliness, proximity, prominence, consequence, conflict, human interest and oddity.

Editing **_____/40 points**

_____ Meets all deadlines and editing is appropriate for each.
_____ Makes substantial content corrections and leaves (written) clear, constructive criticism for writers.
_____ Finds and corrects all style and grammar errors.
_____ Contacts the next in line (head editor, e-i-c, adviser, etc.) if there are any editing/content concerns that editors are not prepared to address.

ADDITIONAL WORK/ Notes to teacher: _____