

Section Editor

ISSUE: _____

Score: _____/100

Name & Section: _____

_____ **45 points: Sections Editors**

- _____ Edits stories and pages on deadline.
- _____ Checks base with reporters almost daily.
- _____ Checks with photo and graphics editors on the progress of assigned art.
- _____ Apprises editor and advisor of issues before they become problems.
- _____ Participates in editorial board meetings.
- _____ Works with and oversees pre-design. (i.e. responsible for assigning photos and graphics on time)
- _____ Works with staff on design of section pages.
- _____ Attend all Late Nights/ Deadlines until pages are designed and complete.
- _____ Checks base with an editor in chief daily.

Story Ideas (include written copy) _____/10 points

Completes 5 story ideas — *3 for your own section* — in correct format, following news elements: timeliness, proximity, prominence, consequence, conflict, human interest and oddity.

Editing _____/20 points

[If section editors work in conjunction with assistant editors, this rubric is applied to the “group project” of the editing of that section.]

- _____ Meets all deadlines and editing is appropriate for each.
- _____ Makes substantial content corrections and leaves (written) clear, constructive criticism for writers on writers’ rough draft evaluation forms.
- _____ Finds and corrects a majority of the 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.

Design _____/25 points

[“group project” applies to this as it does with Editing] Meets all deadlines and design is appropriate for each.

Step 1 _____ **5 points:** Dummy layout is completed on the computers at least two school days before the first Late Night. General layout is approved by editors in chief prior to step 2

Step 2 _____ **5 points:** all text is written/placed, including headlines and cutlines; uses correct style; no spelling errors

Step 3 _____ **5 points:** all photos are boxed/ keylined; all photo graphic credits are placed; any needed corrections made; no spelling errors

Step 4 _____ **10 points:** Editors have looked through design checklist, all is checked; page(s) prepared for final submission and finished on time.

ADDITIONAL WORK: _____
