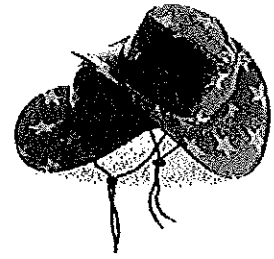




AMERICAN LEGION AUXILIARY
DEPARTMENT OF CALIFORNIA
EDITOR-AUXILIARY NEWS



The following information will answer any question you may have in regards to submitting articles for the Auxiliary News Section of the California Legionnaire for the year 2011 - 2012

**JULY. (Family Page) One page insert shared with the Legion Family
Deadline to me is June 30th
This issue mailed to Legion Members only.**

**SEPT/OCT. Deadline date to submit articles to me is August 30th.
This allows me time to meet my deadline to Dave Eby, American Legion Editor
This issue mailed to BOTH Legion and Auxiliary Members.**

**NOV/DEC. Deadline to me is . Not available at this time
This issue mailed to BOTH Legion and Auxiliary Members**

**JAN/FEB. (Family Page) One page insert shared with Legion Family
Deadline. Not available at this time
This issue mailed to Legion Members Only**

**MARCH/APRIL. Deadline. Not available at this time
This issue mailed to BOTH Legion and Auxiliary Members**

**All articles must be at least 200+ words. Photo's are encouraged.
Articles should be in MS Word with ½ inch margins both sides
Typed in Times New Roman font size: 10 pt.
All attachments in JPEG
When submitting articles, a COPY to be sent to Department President
Linda Fercho at LindaFercho@gmail.com**

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How to Write a Newspaper Article

The first thing prospective reporters must know is that newspaper articles are written differently depending on their format, or purpose.

Pure news articles are the most structured type of newspaper article. A specific format must be followed in writing this type of article. The purpose of this article is to convey facts of an event to an interested reader.

(1) Tips for writing a news article:

1. As with all newspaper articles, it should be set off with a headline. The headline shouldn't be a summarization of the article; instead it should serve the purpose of getting the reader's attention.
2. **IMPORTANT:** The story should start with a "lead paragraph," which is the summary of the story. Do not tease at the beginning or summarize at the end as you sometimes see on television news. Lay all your cards out on the table. The lead paragraph should include the who, what, when, where, and why of the story.
3. After the lead paragraph comes explanation and amplification, which deals with illuminating details. Use discretion in choosing details to include. Also, some details may not be as important as others. Put in order of importance from greatest to least. Don't feel the need to include everything you know, but do include everything you feel is important.
4. Do not use the first person. If you feel that it is absolutely important, think about writing a feature story or a column instead (see below).

5. **NO BIAS.** Personal prejudices should not find their way into the article. Again, use of an op-ed or column forum is recommended for personal opinions.

6. When possible, use quotes to flavor the article. However, don't use quotes for the sake of using quotes -- make sure they are relevant. Also, make sure the quotes aren't a grammatical embarrassment -- avoid run-ons especially.

(2) How to Write Feature Stories

Features are interesting stories about people, places, and events. They aren't as concerned with conveying basic facts as in conveying a mood, feeling, or theme. Unlike writing news articles, there are no hard and fast "rules" for composing features. Features, common in newspapers, are even more common in magazines.

(3) How to Write a Column

A column, or opinion-editorial (op-ed), is the most open ended of newspaper articles. It is a chance to express your opinion. There are not many rules to writing this type of article. The most important thing is to have all your facts straight. Other than that, simply follow the rules for writing a persuasive paper than you learned in your introduction to writing class. Always keep in mind that it is difficult to persuade readers by offending or insulting them

This is a copy as it appeared in the Legionnaire

March/April 2007 Issue