

THE RECORDER staff guidelines

Everything submitted must reach the following guidelines:

Times New Roman, size 10, single-spaced

DO NOT double space after the end of a sentence

Paragraph breaks are tab indented

Must be a byline, always

If you say you will write an article in a week, we expect you to do so unless something dire comes up

- Album, television, movie and book titles are in quotes, as well as song titles, chapters and television episodes
- CCSU, **not** C.C.S.U.
- Do not put abbreviations in parentheses after you state the full title. Ex: “National Association of Television Program Executives (NATPE)” is not correct. If the reader does not get your reference to NATPE later on in the article, he/she is dumb. Also, the full title must be mentioned before you start using abbreviations.
- U.S. **not** US, but it must be spelled out if United States is used as a noun.
- No Oxford commas! A comma is **not** needed in the last part of a series. Ex: “I eat sheep, cows and chickens.”
- When quotes are used, punctuation must be placed inside them.
- 1:30 p.m. or 7 a.m. **not** 1:30 PM or 7:00 AM
- All numbers under 10 are spelled out
- “Th” in a date is not needed. Ex: “Feb. 4” is correct, not “Feb. 4th” Also, all months except March, April, May, June, July are abbreviated.
- The abbreviation for Connecticut is Conn. **not** CT.
- Remove all hyperlinks from articles by right-clicking them and removing hyperlink. Also, do not spell out exact URLs. Ex: “www.ccsu.edu” **not** “http://www.ccsu.edu”
- “It’s” and “its”: “The tree loomed overhead, its branches creeping wildly.” “Its” is used in the possessive – the tree’s branches. “When the sun goes down, it’s great to watch the bats fly around the houses.” “It’s” is used as a contraction for “it is.”
- “Congress” as in the House of Representatives and the Senate, is always capitalized

Please use Microsoft Word – it makes our lives a lot easier.

Try to keep the first paragraph relatively short. A 35 – 50 word guideline is a good one to follow. People should be able to know what the story is about in the first paragraph without having to read the entire article. Paragraphs are to be arranged in order of descending importance. Stories should only be organized chronologically for a specific purpose or clarity. This only really applies to reporting such as the News and Sports sections, but it certainly doesn’t hurt in Opinion and certain Lifestyles and Entertainment pieces.

DO NOT put the “where” and “when” in the lead unless it is significant, and even then put it at the END of the lead. A story should never start with, “On. Sept. 20...”

Section Editors! Do not forget to submit articles that were submitted to you.

A reminder of deadlines:

- Thursday 8 p.m. – staff writer’s deadlines
- Friday midnight – section editors’ submission and their staff writers pieces to **copyrecorder@gmail.com** only
- Saturday night/ Sunday morning – Copy editor must have everything copyedited with a headline and sent to **ccsurecorder@gmail.com**

All articles being written after deadline (ex: movie, show review) have a **24-hour window after the event ends** to get the article submitted. These articles must be sent directly to ccsurecorder@gmail.com and I must be informed in advance.