



The Queen's Journal Contributor Handbook

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Editor in Chief and Managing Editor, Volume 145, 2016-17

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Welcome

Welcome to *The Journal* Writer's Handbook.

When a contributing writer is assigned a story, there can be a lot of confusion about how to write an article. Albeit not an exhaustive list of tips and guidelines, this handbook contains useful information for all contributors to *The Journal*, no matter how far along you are in your Queen's experience.

To give you a brief rundown of our history, *The Queen's Journal* is a completely student-run newspaper at Queen's University in Kingston, Ontario, Canada. The paper was founded in 1873 and has been continually publishing ever since. Currently, we publish a weekly print edition and regular online content throughout the year. Published by the Alma Mater Society (the student government at Queen's University), *The Journal* collects a student fee and advertises regularly to make up our budget.

Our staff is composed of a handful of dedicated volunteers and staff that write, edit, design and photograph all our content. *The Journal's* business team — made up of our business manager, sales representatives and office administrator — is entirely student-run as well.

Our News, Opinions, Arts, Sports, Lifestyle and Visual teams are always looking for new blood. If there's a specific section you're looking to contribute to, you can get in touch with the head editor by email, or email journal_editors@ams.queensu.ca and they can answer your questions. You're also always welcome to drop by *The Journal* House at 190 University Ave. during office hours and talk to the staff or the Editor in Chief and/or Managing Editor. In this guide, you will find more information about writing for each of these sections, as well as answers to some of our most frequently asked questions.

University is a busy time, so no matter how much you write, design, photograph or otherwise, we're happy you decided to reach out. With an alumni list that spans across some of the best media outlets in Canada and the world, *The Journal* has become a recognized name in the journalism community.

Working at *The Queen's Journal* is unlike any other experience on campus. Whether you are a section head, an assistant, a writer or a photographer, *The Journal* has the ability to make you fall in love with the process of student journalism. Albeit often challenging, getting involved with *The Journal* is an extremely fun and rewarding experience.

The Queen's Journal Code of Ethics

With an exhaustive list of *Journal* policy already available for viewing on our website, there are a few more things that every contributor should know.

Journal staff and contributors (henceforth referred to as journalists) in every capacity associated with *The Journal* will strive to collect, edit and distribute information in an impartial, objective manner.

Journalists will not report or refuse to report a story based on personal matters such as conflicts or special relationships, except in cases where such matters constitute a conflict of interest.

Journalists should never cover a story in which they have a significant personal stake, such as a story about a significant other or a club the journalist happens to chair.

Journalists will never deny or attempt to disguise their relationship with *The Journal* during the reporting process. A *Journal* reporter or photographer will always identify themselves as such when meeting anyone for the purposes of a *Journal* article. Journalists will never ask an interview subject a question or use quotes from a conversation unless the subject understands the information is to be used in an article.

Journalists will always allow an interview subject time to discuss any points he or she feels the journalist didn't cover in the interview.

Journalists will not use gifts to obtain interviews or other material pertinent to a story. They will also not accept gifts valued at more than \$15 from interview subjects or others related to a story.

The onus is always on *The Journal* to prove facts printed in the newspaper. As such, no article should ever contain overheard information, hearsay or anonymous information that cannot be independently confirmed.

Journalists will never give non-*Journal* employees access to full articles before those articles appear in print.

Journalists will always quote sources and describe events as accurately as possible.

Journalists will never alter a photograph in any fashion that alters the image's fundamental context, or leads to a misrepresentation of the image's information.

Reporting for *The Journal* in chronological order

1. Get assigned a story

Typically, Section Editors at *The Journal* will assign you the stories you will be writing. However, if you are passionate about something and think we have missed it or that it would be valuable to Queen's students or the Kingston community, always feel free to pitch your ideas to an editor.

2. Do your research

- Look into who would be the best people to talk to about the issue at hand. Find any relatable studies, stories, stats or anything else published/available concerning the issue, event or game you're covering.
- Set up any interviews you will need. Do this as far in advance as possible. Always push for in-person encounters before scheduling your interviews over the phone or via email.
- If someone you're interviewing implicates another person, set up an interview with the person implicated. It's the only fair and legal way to report on an issue. Example: Someone tells you their landlord told them they needed to leave the house in five days. Call the landlord and ask him to comment. Obtain all important perspectives of the story.
- Get all the background you can. If you have any questions, ask someone at *The Journal!* We are always available and happy to answer your questions.

3. If there's an event, cover it

- As a Queen's student yourself, if you think an event is interesting/relevant/important, you're probably right. Head to that event!
- Take a note pad and a recorder. We have recorders available at *The Journal* house.
- Keep in mind that you will have to illustrate what you're seeing later to people that may not have been there to see for themselves. Record everything you see. Weather? What people were wearing? Did you see someone cry? What did the new facility smell like? Did the speaker scratch his face a lot? What did his laugh sound like? Was he sweating? It sounds silly, but it will make for a more illustrative, interesting story.
 - o All the above may be able to inject some colour into your writing. Take many notes.
- Find the media relations person BEFORE the event ends and people scatter. If possible, always contact this person before the event itself to let them know you're coming. Often, they'll be just as interested to set up important interviews as you are. If there is no one there or you can't find them, be ready to approach people for interviews immediately after the event.

- Make sure everyone you speak to knows you're a reporter from *The Queen's Journal!*
- Never drink while covering an event.
- Never accept gifts or perks from the organizers of an event.
- "If it's a gift, it's too much; if it's a bribe, it's not enough." – Alan Fotheringham

4. Conduct interviews

There are three things you must absolutely do (in accordance with our ethics policy) before and after an interview:

- **Introduce yourself** and tell your source that you're a reporter from *The Journal*.
- Vaguely tell them **what you're writing about** without giving away details. Give deadlines, but not specific publication dates.
- At the end of an interview, ask your source if **there's anything he or she would like to add**. Asking this question is a great way to learn new information and have the person talk about what interest them the most. (You can also ask him or her if there's anyone else you should talk to about this subject if it's applicable to what you're writing.)
 - o Note: many interviewees will ask to see a copy of your article before it's published. This is **not allowed**. Tell them that, and make sure your contribs know it. If they really want to see a copy of their quotes, you can send them those, and only those, if you want.

The best interviews are conducted in person. The University isn't that big; it's not that hard to arrange some time to sit down with someone. It also helps make you a more confident reporter since you're unable to hide behind a telephone receiver or a computer screen. In person, you also have the ability to observe a person's surroundings and his or her actions and responses.

- If the subject is within 30 kilometres, the interview should be in person. There are ticks and personal idiosyncrasies you notice that you just don't get over a phone conversation. You'll know if a question has made someone nervous, upset or confident and you can model your proceeding questions accordingly. People are often more likely to spill information in person.
- Always set up an interview the day before, or call them in the morning. Usually, if you contact someone by 3 p.m. or later, it's too late in the day to expect a response. If you try in the morning or set it up for a future date, it's much easier to get in contact with the person and set up a convenient time.
- Recorders help with accuracy, but they aren't always reliable. They will run out of batteries. They will stop recording in the middle of what would have been your lead quote. They will catch fire in your backpack. Seriously. Prepare for anything. Take verbatim notes!

- Notes and recordings must be kept for seven years after the actual interview date. A story can be challenged in court at any time during that period.
- Quotes in stories are always verbatim. Only omit verbal crutches like “um.” Nothing else.
- Start with the easy questions to make the subject comfortable. Allow them to give their speech about whatever they are interested in. Then roll out the different, perhaps more challenging ones (“But I still don’t understand the \$1,000 lunch on the credit card statement”).
- Asking a yes or no question renders a useless yes or no answer.
- When you ask a two-part question, they will likely only answer the second part. Keep it simple.
- Never use a leading question. NOT “Were you angry when they did that?” but, “How did you feel when that happened?”
- Asking “Do you have anything to add?” is a **very** important question to ask.
- If the subject tells you a fact, ask them where they got that fact. If they say “it happened in 2009,” ask where you can double-check it. Or if you’re told “80 per cent of cows drink milk,” ask where they learned that. It’s not true just because they said so. If they’re insulted that you don’t believe them, keep it casual and let them know it is simply *Journal* protocol.
- Get the subject’s phone number after the interview for any follow-up questions. Get the correct spelling of the person’s name and the correct wording of their title.
- If anyone ever approaches/calls you about issues with your story, redirect them to the Editor in Chief and/or Managing Editor.

5. Write

- Omit needless words when writing your article. Ask yourself if there’s a simpler way to write what you just wrote.
- Writing in chronological order isn’t always the most interesting. Bring your best stuff to the top of the story, regardless of when it happened.
- You can’t report directly on how a person is feeling, since there is no way for you to know. But you can report on how they said they felt – NOT “She was overwhelmed with guilt after the ceremony.” BUT, “She said she was overwhelmed with guilt.”
- Beware of subjective paraphrases: words like admitted, conceded, etc. “The executive admitted she was at the closed-door meeting” implies guilt when the subject may not, in fact, feel guilty.
- Descriptive sentences are always better than adjectives. NOT “The raucous crowd was belligerent towards police.” BUT, “A 350-strong crowd chanted ‘shame’ at the police officers.”
- Everything you write must be double-checked. Dates, times, facts, names, quotes – everything.

Journal style

Random tips:

- Always italicize *The Journal*.
- If you've done an email interview with someone, this should be indicated after the first quote (i.e. "Queen's is the greatest university out there," Principal Woolf told *The Journal* via email). On that note, avoid email interviews as much as possible.
- There's no need to write a headline with your article. Section Editors will write the headlines based on the layout space that's available.
- We always use conjunctions. "It's" not "it is"; "she's" not "she is," etc.
- Always keep your interview notes and recordings, just in case.
- When submitting articles to *The Journal*, preface the article as follows:
By [First name] [Last name]
[Position (Contributor, Staff Writer, etc.)]

Attribution:

Try to always use the word "said" after a quote. Other words may seem more exciting, but "said" is the most objective word we can use. Always put the name or pronoun before the word "said." (He said, she said).

Do this: "I'm so excited for frosh week," Jimmy said.

Not this: "It's too bad I'm not a FREC this year," said Jimmy.

The only exception to this rule is if the person's title is extremely long, and writing it the way above looks awkward.

For example: "The Sidewalk Sale always draws tons of people," said Dana Jones, Frosh Week Coordinator for the Arts and Science Undergraduate Society.

Also, make sure to put the attribution after the quote, and not before.

Year and faculty:

These should be indicated for each Queen's student who is interviewed. Each time you interview a student, ask them to name their faculty (Arts and Science, Engineering, etc.) and graduating year. This information is usually indicated in the article directly after the second mention of their name.

For example: "I had a lot of fun," Smith, ArtSci '14, said.

As always, double-check spelling of names. Refer to past *Journal* articles to determine the short form of the faculty in question if you are unsure.

Acronyms:

We don't put periods between the letters in acronyms (i.e. "AMS," "ASUS"). The first time you use an acronym, introduce it by spelling out the name in full and then putting the acronym in brackets beside it. For every mention after that, you can simply use the acronym in place of the name. If something is only referred to once, there's no need to indicate its acronym. For places like the ARC, PEC and JDUC, it's unnecessary to provide the full name for the acronym, as these names are well-known among average students and faculty members.

Stacking:

Don't shift back and forth between interviews in your article. Some publications choose to do this, but at *The Journal*, we don't for simplicity's sake. Choose one speaker to lead, and have the others follow in the order you think is best.

Be sure to vary the use of the interviewee's last name and pronouns (he, she, etc.) throughout the interviewee's section. The first time the interviewee is mentioned, use their full name. Thereafter, use their last name as well as the appropriate pronoun.

Punctuation and grammar:

Commas: Here at *The Journal*, we don't use the Oxford comma in lists ("Apples, peaches and pears" NOT "Apples, peaches, and pears"). Quotes usually end with a comma or period. Refer to the Quotes section.

Colons: Use colons sparingly. Colons are used to preface a list. For example, "Smith said he was on the following teams: rugby, soccer and hockey."

Semicolons: Use semicolons sparingly. They're used to link independent clauses that are very similar. Think of it as a point between the comma and the period.

Long dashes: Use long dashes sparingly. They're similar to colons.

Italicizing and bolding: We italicize album titles, plays, movies and book titles. When a word needs to be *italicized* or **bolded**, use the following method to signify italicization to the editor completing layout.

While we don't bold any words within an article, certain titles (such as within a fact box or News in Brief) should be bolded.

Short quotes: When signifying a spoken quote, *The Journal* uses `""`, not `"`. Don't embed quotes. Always end quotes with a comma before the attribution. Do this: "The play was fantastic," Smith said. Not this: Smith said the play was "fantastic."

Long quotes: Quotes should never be more than two short to mid-length sentences. With this in mind, split longer quotes if necessary for readability. Be sure to end the second part

with a period, not a comma. Do this: “The play was fantastic. I really enjoyed the use of staging and colourful props,” Smith said. “It was the first time I’d ever seen live theatre and it was great.” Not this: “The play was fantastic. I really enjoyed the use of staging and colourful props. It was the first time I’d ever seen live theatre and it was great,” Smith said.

Clarifying quotes: When you as a writer need to clarify a quote, use square brackets “[example]” to do so. Original quote: “It was fantastic,” Smith said. Do this: “[The show] was fantastic,” Smith said. Not this: “(The show) was fantastic,” Smith said.

Dates and numbers:

- Dates are written as Sept. 20, 2013. If a month has a short enough name (like May or March), we keep the entire name written. Always let the date numbers stand alone without any ordinal indicators (20, NOT 20th or 20th).
- If denoting a time from year A to year B, write it as such: 2012-13, not 2012-2013, to avoid number redundancy.
- We use words for numbers one to nine, and digits for numbers 10 and above. If you’re starting a sentence with a number, always spell it out, no matter how big.
- If a number exceeds three digits, use commas. For example: 10,000 – not 10 000 or 10000.

Structure of an article

Lede: Your opening sentence is called a “lede” and is crucial. It’s the keystone to the rest of your article and should clearly indicate to the reader everything they need to know before reading on. Think of it like a movie trailer: enticing, informational and explanatory. There are many different kinds to use; before typing a word, think to yourself, “Why is this story important?” Usually, that will give you your lede.

Nutgraf: This comes right after your lede and provides the meat of the story: the who, what, when, where, how and why? Here, give the reader all of the information they may need to go on and understand the story.

Body: The body of the article should have a sort of flow from the most important to the least important information. Take your reader through the content and story like you’re a tour guide in a museum exhibit. You can use the chronology of an event or introduce interviews one at a time; whatever the right structure, just make sure it makes sense.

Conclusion: End on a strong note. It doesn’t need to be profound, but you don’t want to leave your reader hanging.

Tips for writing

The style guide: Most publications have an in-house style, and it saves our editors time if you use ours. Our style guide lists a number of grammatical and stylistic details where *The Journal*

has decided on a consistent way of doing things. Our copy editors check for and correct style, but it saves time to get it right the first time.

Writing: Save your articles as Word documents. Always, always make sure you're putting in changes to the latest version of your document. When writing a story, always think about "packaging" your written work; including... What type of photo would look good with your article? What kind of graphic could we use to better illustrate some facts? What kind of digital elements would complement the online article?

How to sharpen your story:

- Print it out and read it aloud. **If what you read sounds wonky, fix it.**
- **Step away from your work.** Of course, you can't do this if you're past the deadline. But if you do have time, stop thinking about your article, go for lunch, get a coffee (maybe bring one back for the editor!) and return to your piece with a fresh mindset.
- Add periods. If you want people to read your work, **vary your sentence length.**
- Eliminate prepositional phrases.
 - Replace "*the wall of the museum*" with "*the museum's wall.*"
- **Cut the flab.** Anything that doesn't add to a piece of writing takes away from it.
- Make sure you do your math and avoid exaggerating statistics.
 - Try to provide context to your numbers. \$60 million for university tuition funding means nothing unless you say that it's three times the amount we've received in the past, or that it's enough to cover tuition for 60 medical students.
- **Triple-check spelling of names and titles.**

Editing: Your story will be edited every time. Please do not feel bad if we change parts of your story. If you want to be in journalism in the future, it's likely most of your pieces will be edited – that's why there are editors. However, if you ever feel that our editing comprised the integrity of your story, please don't be afraid to talk to us about it. You can assume this was never our intention. Sources may request to see an article before publication; there are no circumstances under which this request should be granted.

Always read your work after it is published and note the changes that have been made. If you're wondering why changes were made to your work, ask your editor to explain them. This is often helpful for improving your writing and becoming a better reporter.

Never forget: Newspaper writing is the oldest form of journalism. As a newspaper journalist, you bring the event or story to the person who wasn't there. At the root of everything, you are a storyteller.

News

Writing for the News Section is one of the most rewarding experiences on campus. It's an opportunity to become an expert on all kinds of issues at Queen's, and it gives you the chance to become one of the most informed students on campus. News is the most high-profile section in *The Journal*. It's on the front page and will be talked about campus-wide, depending on the story. As a consequence of this, the News section is also the most heavily scrutinized section in *The Journal*. If you're writing a story that's considered breaking news or critical, all facts will have to be accurate and placed in the appropriate context.

Contribute

The News section runs with one News Editor and three assistants. If you would like to contribute to the section, the best options are to join the "QJ News and Features Contributors" group on Facebook, email the section head at journal_news@ams.queensu.ca or email the Editor in Chief at journal_editors@ams.queensu.ca. All story ideas and pitches are posted in the Facebook group.

If you would like to pitch an idea to the News section, remember that typically, a good story is both relevant and timely. We take a Queen's University and Kingston focus to our coverage, so both are good places to start. If you aren't sure of an idea, always pitch it, just in case. The News Editor can always help you rework things.

Assignment

Accepting an assignment is an agreement between you and the editor. Often, this will include the story length and deadline.

Tips for Writing News:

1. Try starting with a person: If someone is complaining or their story is central to the article, try putting him/her into your lede instead of starting with someone or something general. For example, go with "Kate Dubinski has always wanted to be a journalist, but the University's hard marking standards have made it impossible for her to get into graduate studies," instead of, "Queen's marking standards are very difficult and some students are complaining that they can't get into graduate studies."
2. Action before reaction: It's only fair to get what happened into the story before saying the entire world is pissed off about it.
3. Most of the time, the word "that" can be taken out of a sentence. News writing isn't about being lengthy, it's about getting to the point. For example, "Billy Bob Joe said that he absolutely hates people who decide to put pineapple on their pizza" can easily be, "Billy Bob Joe said he hates people who put pineapple on pizza."
4. Make sure your punctuation is inside the quotation marks.

5. Leave only one space between a period and the first word of the next sentence, please.
6. Avoid partial quotes at all costs. Don't say "Joe Cattana said he 'really loves bowling.'" Instead, say, "I really love to bowl," Joe Cattana said.
7. Always, always, always introduce yourself as a reporter for *The Journal*. That way, you're covered if someone says they didn't know they were going to be put into an article. We've mentioned this several times, but you'd be surprised by how many people talk to reporters and then call and say they didn't know they were going to be quoted. Well, if you've told them who you are and where you're from, that's tough shit for them.
8. Always, always, always get the right spelling of someone's name, their title and their year of graduation, so you can put ArtSci '04 or Manager of the Underground.
9. Avoid starting a graph (journalism term for paragraph) with an attribution – it's more interesting to read a sentence that starts with "I hate those crazy *Journal* people," said Lanny Cardow, vice president (operations)," rather than, "Lanny Cardow, vice president (operations) has some words for the service. "I hate those crazy..." – events, quotes, etc. are more interesting than people's names.
10. Essay paragraphs are long. Graphs are short. Your graphs shouldn't be longer than three sentences. It looks bad in terms of layout (because columns are little) and is overwhelming to read if there are a lot of text chunks.
11. Don't tab graphs. Just press 'enter' and start your new graph that way, or put in a space between graphs. InDesign (the layout program) doesn't understand indents or tabs, so if you indent graphs, whoever is editing it on the computer will have to go through and un-tab everything.
12. Quotes are introduced in new paragraphs; they are not worked into your graph as you would do in an essay.
13. Get both sides of every story. Don't ever have one person saying that something is great, because chances are if it's a strong issue for someone, then it's an issue to someone else who has an opposite feeling about the matter.
14. Get student reactions. We're a university newspaper, so if something happens, students are going to express themselves about it. This may involve walking around Common Ground and asking people what they think. You might not like the outcome, but it's interesting to know what people who aren't involved in student politics have to say about a political matter. On the same note, getting a variety of opinions is key. Asking your housemates what they think about an issue works for one story, but then you have to start finding out what everyone else thinks.
15. Start early in the day. If you start calling people at 3 p.m. (or 2 p.m. or 1 p.m....or noon) for interviews, chances are they'll be in meetings or at lunch or won't call you back. It

can be a pain but if you start early in the day, your chances of reaching someone or getting a call back are way better. Also, if you start early, you can keep calling throughout the day to get the interview without it being totally inappropriate.

16. Always put the most interesting part of the story at the top. Think of a news story in terms of an upside-down triangle. Start with the meat and trickle down to the least interesting/important facts. This keeps your readers reading until the end

Opinions

The Opinions section provides the student body with a personal voice in *The Journal*. Typically, these articles relate back to the university experience and put forward a well-argued story to engage the student body.

How to pitch and write for Opinions

The best way to pitch an idea to our Opinions Editor is either by emailing journal_editors@ams.queensu.ca or journal_letters@ams.queensu.ca. If done here or in our “Queen’s Journal, Opinions Folks” Facebook group, the typical pitch should be a brief overview of your argument, why it is important to you and how you would like to back it up. If your pitch isn’t accepted, the editors will explain why and offer you another opportunity to refine your original idea or pitch a new topic. While we strive for content that pertains strictly to campus life, it can also relate to a bigger topic in the world today as long as it remains interesting/important to students. When pitching your ideas, it’s expected that you provide as much information as you can on a given topic.

Editing and accountability

Since op-eds are very personal, *The Journal* strives to ensure your writing and voice are kept intact throughout your article. Articles will be edited for clarity and grammar. To ensure your piece is personal, *The Journal* will ask you to include one to two sentences about yourself to be included at the bottom of the piece. Often, this will say your program, year and anything else that relates to the topic you’re writing about. This will appear in print as well as online.

Word count and photography

Typically, *The Journal* publishes op-eds that are anywhere between 800-1,100 words. When submitting your pitch, it is suggested that you include the amount of words you think your article will be, so *The Journal’s* editorial team can decide what will be appropriate. Also, *The Journal* strives to have your photo taken for your story. If you are willing, please let us know what you envision for your picture so we can plan ahead.

Submission

Please submit your articles in a Word document and provide all of your resources (statistics, quotes, etc.)

Arts

Arts is more than one of the longest-running sections of Canada's oldest student newspaper — it is also the lens that profiles the self-expression of a changing campus. We cover just about everything that makes your life interesting. That means providing news on campus culture, insightful commentary, event coverage and interviews with some of the most creative people at Queen's.

We believe art doesn't just take place in a gallery. It's a living part of our campus that we interact with every day, whether it's in line for coffee or on a night out. We want writers that can compellingly shed light on the culture that surrounds them. This often means getting creative ourselves. So far, our reporting covers everything from tattoo artists to international filmmakers to upstart indie rock bands founded in their university dorm room. We encourage our writers to develop their own voices using unique, witty prose to connect with their readers and build their own writing style.

Besides that, free shows never hurt anyone. We're proud to help our contributors stay connected with their campus art scene. As long as you're ready to write or take a picture, we're ready to get you access. You'll always have the chance to experience student exhibits, concerts, local art news, films and artist interviews.

If you have any questions, we're always available. This section is at its best when everyone's voices are heard. We're more than open to hear your thoughts, ideas and concerns.

No experience is required. You just have to be excited.

Contributing

If you would like to contribute, join our Facebook page named "QJ Arts and Entertainment Contributors" or email the Arts Editor at journal_ae@ams.queensu.ca. All stories are posted in the Facebook group for the upcoming issue and are given out on a "first come, first serve" basis.

Pitching

If you know of an artist, an upcoming exhibit or anything else that would pertain to the section, send your pitch over to the editor. We always welcome new ideas!

Writing

Once you receive your assignment or your pitch is approved, you will receive information about when it's due and the expected word count.

Sports

The Sports section publishes both coverage and commentary on the Queen's Gaels. This includes game recaps, feature articles and developments within Athletics and Recreation.

Types of Stories

Recaps: At *The Journal*, we write home game recaps for varsity teams. This includes Rugby, Basketball, Football, Volleyball, Soccer and Hockey. Typically, we have beat writers who follow the team throughout the year, so join the "QJ Sports Contributors group" on Facebook or email the Sports Editor to find out if there is an opening. With most games taking place on Friday and Saturday nights, *The Journal* asks that writers go to at least one of these weekend games, take notes and interview the necessary players and coaches. Your articles are expected to be sent to the Sports Editor before midnight on Sunday. The average recap length is 450-550 words.

Athlete/Coach Profile: These stories capture the essence of what it means to be a student-athlete at Queen's. In these, journalists will profile the athlete's career arc; their childhood, how/why they chose Queen's, and their goals for the future. Not restricted to students at Queen's, some writers in the past have interviewed professional athletes, coaches and referees. Typically, the word count is anywhere between 600-700 words.

Q&A: These pieces are similar to the profiles mentioned above. However, instead of being like any other article, they will be done in a Q&A format. As a result, they will only have a brief intro on the player. Typically, these are 600 words.

Feature: These stories take a deep dive into life as an athlete at Queen's. Whether it's a look at major topics like concussions or Queen's-specific stories like tracking attendance rates for Canadian university sports, these pieces often involve multiple interviews and sources. These stories are typically 850-1,000 words, and need approval from the Editorial team at *The Journal*.

Contributing

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Pitching

If you know of a story within the athletics community that we don't know about or anything else that would pertain to the section, send your pitch over to the editor!

Writing

Once you receive your assignment or your pitch is approved, you will receive information about when it's due and the word count.

Lifestyle

The Lifestyle section publishes columns, blogs and magazine-style articles relating to student life at Queen's. Not only is it one of the newest sections at *The Journal*, but it's also one of the most diverse in terms of content.

This section includes covering events around the city, ranking Kingston coffee shops and providing cultural commentary on events happening around the world. And these are just three examples of what the Lifestyle section brings to *The Journal*.

What makes Lifestyle different than the other sections in the newspaper is that we also cover events happening around the country and the world. Have thoughts on the string of sexual assault accusations around Hollywood, a new TV show on Netflix or Taylor Swift's new music? Lifestyle is the place to be to bring those national conversations to Queen's campus.

Lifestyle is also the section to be involved in if you're interested in writing columns. We currently have four routine columns – politics, sex, recipes and psychology. That being said, we're always looking for new people with a specific interest to be regular contributors to the Lifestyle section.

Postscript

The Lifestyle section is also the home of the Postscript, a longer article focused on a personal story or experience. If you've had an experience you would like to write about, we're always looking for story ideas and contributors – a postscript can be anything from a story of seeing "The Rocky Horror Picture Show" for the first time, to travelling abroad during exchange or coping with the loss of a parent.

If you're walking around campus and an idea pops into your head about something you saw on the news or something you've always wanted to try around Kingston, Lifestyle is your go-to section. With such a uniquely broad range of appropriate discussion topics, finding something to write about for Lifestyle is a breeze and there's no experience necessary.

Contributing

If you want to write for the Lifestyle section, like and request to join the Facebook page "QJ Lifestyle Contributes 2017-18." Story ideas will be posted on the Facebook page weekly, so look out for what is going on each week.

Pitching

We always love to hear your ideas. If you have any story ideas that you want to write about, feel free to send your pitch to the Section Editor.

Writing

Once you choose a story idea or have a pitch approved, your editor will be in contact with you to answer any questions you have, and give you a word count and deadline.

Multimedia

The multimedia team at *The Journal* provides the paper with photographs, graphics and video content.

How to contribute

If you would like to contribute to the photo, video or graphics team at *The Journal*, please send an email to journal_photos@ams.queensu.ca. If you want to join our Facebook group, search “Queen’s Journal Photographers” to find where all multimedia requests are placed. Once you join the group, you should tell the editor what specific interest you have, whether it’s Sports, News or portraits. There is no experience necessary to join and contribute.

Assignments

The Photo, Video or Graphics Editor will post on the Facebook group the different requests they have for the upcoming issue each week. The requests will outline what type of shots will be needed, where the photos will be taken and who is involved. Contributors should respond to the request to secure their assignment.

Equipment

Since we are a student newspaper, *The Journal* has very little equipment to hand out. Contact the editor for more information.

How to submit your photos

All photos, videos and graphics should be sent over email or Dropbox. Facebook seems like the easiest medium, but it lowers the quality of an image. All files should be sent unedited to *The Journal*. Typically, an image is taken landscape, but it will depend on the request.

Final Message

Hopefully this contributor handbook will help guide you as you're finding your voice as a journalist. Feel free to refer to it anytime you're feeling unsure or confused. As well, the Editor in Chief, Managing Editor, Section Editors, Assistant Editors and any remaining staff are available and happy to take your questions at all times. We hope you come to value the world of journalism and media as much as we do here at *QJ*. Your job as a journalist is to report the truth with accuracy and integrity and we know you can do it! Welcome to *The Journal!*