

News aRound the Hill

A Community Newsletter for Round Hill, Virginia

Circulation 2,200

Editorial Guidelines

Goal: To provide a professional publication with an accessible, neighborly feel that helps residents better understand how to participate in their community.

Realizing that many people solicited to provide information and articles will not have a journalism background, the editors have established the following set of editorial guidelines to help ensure a consistent article tone and style. These guidelines will be published online and provided to anyone who is interested in writing.

1. Articles will be solicited from various parties based on relevance to the greater Round Hill community.
2. Topics may include current and upcoming initiatives related to town and surrounding areas, their background, how they come to fruition (process) and status; upcoming events; staff and deputy reports; human interest.
3. Any member of the Round Hill community may submit ideas for articles. Editors will judge how newsworthy the item is based on timeliness, relevance to the greater Round Hill community, and space available in the upcoming issue.
4. All articles should include the critical information on a subject (who, what, when, where, why and how). When applicable, the writer should also include information on how the reader can learn more about the subject and/or participate.
5. All news and informational articles should be written in the third person narrative.
6. All news articles should be based on interviews and, ideally, include information and quotes from at least two sources. Interviews may be conducted via email, over the phone, or in person. Information provided in an article must be attributed to a source.
7. Letters to the editor will not be published.
8. Writers may submit articles on events they organized or on organizations in which they play a directing role. However, depending on content, editors may choose to rewrite the article using the original submission as the source material and quoting the original writer. In this case, the original writer will be contacted before publication of any material.
9. All articles should be by-lined by the writer. When the writer is affiliated with an organization about which s/he is writing, that affiliation will be clearly noted.
10. All articles will be edited for content, grammar, Associated Press style and length. Editors will follow up with writers depending on the level of editing required.