

# The Eagle

Name: \_\_\_\_\_

Publication Date: \_\_\_\_\_

## Newspaper production rubric for grading

### *Managing editor*

|  | Points         | Initials     | Date/Time |
|--|----------------|--------------|-----------|
| 1. Article completed and e-mailed on time (10 points)  | _____          | _____        | _____     |
|  | (INST, SE)     |              |           |
| <ul style="list-style-type: none"> <li>• In by 5 p.m. on Friday = 10 points</li> <li>• In by midnight on Sunday = 7 points</li> <li>• In by 4 p.m. on Monday = 5 points</li> <li>• In by 6 p.m. on Tuesday = 2 points</li> <li>• E-mail articles to <a href="mailto:articles@eagle.ceu.edu">articles@eagle.ceu.edu</a> and <a href="mailto:susan.polster@ceu.edu">susan.polster@ceu.edu</a>.</li> <li>• Adviser or proofreader will read all articles and have edited copies available in the newsroom before noon on Monday.</li> </ul> |                |              |           |
| 2. Corrections made (10 points)  | _____          | _____        | _____     |
|  | (INST, SE)     |              |           |
| <ul style="list-style-type: none"> <li>• Made in Microsoft Word by 4 p.m. on Monday = 10 points</li> <li>• Made on the page or after deadline = 5 points</li> </ul>  |                |              |           |
| 3. Make final check of article (5 points)  | _____          | _____        | _____     |
|  | (INST, SE)     |              |           |
| <ul style="list-style-type: none"> <li>• Between noon and 2 p.m. on Wednesday.</li> </ul>  |                |              |           |
| 4. Meet with editors Monday (10 points)  | _____          | _____        | _____     |
|  | (INST, SE, LE) |              |           |
| <ul style="list-style-type: none"> <li>• Discuss status of publication and address problems</li> </ul>   |                |              |           |
| 5. Meet with editors Tuesday (10 points)   | _____          | _____        | _____     |
|  | (INST, SE, LE) |              |           |
| <ul style="list-style-type: none"> <li>• Discuss status of publication and address problems</li> </ul>   |                |              |           |
| 6. Meet with editors Wednesday (20 points)   | _____          | _____        | _____     |
|  | (INST, SE, LE) |              |           |
| <ul style="list-style-type: none"> <li>• Discuss status of publication and address problems</li> <li>• Make corrections</li> <li>• Prepare page for submission</li> </ul>  |                |              |           |
|  | _____          | Total points |           |

INST Instructor  
ME Managing editor

SE Section editor  
ADM Advertising manager

PE Photo editor  
LE Layout editor