

The Eagle

Name: _____

Publication Date: _____

Newspaper production rubric for grading

Section editor

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

INST Instructor
ME Managing editor

SE Section editor
ADM Advertising manager

PE Photo editor
LE Layout editor