

“HOW TO” GUIDE:

Creating your news article

Thank you for thinking of submitting an article to the Post Newspapers. We aim to create an interesting read for the local community, to inform, inspire and connect.

This guide is to help contributors produce their article. We will edit all articles as necessary. If you need some help to write your article, please contact us on news@postnewspapers.org

What to write about

We want positive news stories from the local area that inform, inspire and connect. Our readers will be the general public in your community who might not necessarily know who you are and what you do.

Here are some questions to think about when writing your article:

- **Who** - who was involved? Is there anyone you want to say thank you to? Do you want other people in the community to get involved? Is there anyone who can provide a quote for your story?
- **What** - what happened? What problem were you trying to solve? What will happen next? What do you want people to do now?
- **Where** - where did it happen? Remember, we're looking for **positive** news from your community.
- **Why** - why did it happen? Why is it important for the local community to hear about your story?
- **When** - when did it happen?
- **How** - how did it happen? How did you overcome any challenges? How can people find out more?

Top Tips:

- ✓ Make sure you have all the facts – and that you've checked the facts!
- ✓ If you want people to do something and take action after reading your article, be clear on what you want them to do and how they can be involved.
- ✓ Not every article needs to be 250 words, you might just want to submit a brief update.
- ✓ Be real with your story; if you faced challenges, talk about them and how you overcame them – or you might still have an issue and require some help! We want to publish stories that are positive but also real and reflect our every day challenges.
- ✓ Include contact details, ideally a phone number! Readers may want to know more, or join your group or activity so include a way to get in touch with you, if appropriate.

Good writing

- Keep sentences and paragraphs short to allow for easier reading.
- Don't use words that are too technical and avoid using acronyms.
- Don't assume the readers will know what you're talking about – a good way to check if your article makes sense is to read it as if you are an alien who has just landed in your community! Would an alien quickly grasp what you are talking about?
- Ask others to proof-read to check for spelling and grammatical errors – don't always rely on spell-check. We will do this too, but we appreciate your help.

Practicalities

Article word limit is 250 words – if you are creating a longer piece, please get in touch with us first. Articles under 250 words are very much welcomed.

We are politically-neutral and will remain impartial, so please bear this in mind when submitting your story.

Advertorials are not free to publish. Please contact the Post team in advance if you are interested in advertising (advertising@postnewspapers.org).

If you have any images to accompany your article, please ensure they are over 1MB in size and that you have the rights to allow us to use the image in printed press.

If you mention any detail about any persons in your article, please ensure they are aware of the article in advance.

We will strongly abide by our purpose to inform, inspire and connect and as such, we will not print anything that could create an unfavourable view of another person, business or organisation.

Please check your facts as we can't be accountable for any incorrect information.

The editorial team's decision is final as to what is included and what isn't, as well as in the final edit of your article.

Enjoy the process of writing your article and seeing it in print!

**You are helping to create a bigger and better community in
your area!**