

# The Steps It Takes For A Story To Make The Post

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Post Staff Writer

Some of you may have wondered how a story or article gets into the paper. This is how it usually works.

Post managing editor Loretta Manago and staff come up with ideas for articles. Sometimes the idea is from a phone call—someone letting us know that such-and-such an event is going to take place. Other times the basis for a story is found in news releases that are sent it.

Not every idea is suitable for use at the Post. Even a good story may not be used because it would be "old" by the time the next edition of the paper comes out.

After the story is assigned a writer contacts the person or persons who will be able to provide needed information to set up an interview. The interview may either be in the office, on the phone, or

at another location, depending on the circumstances.

The writer also arranges for appropriate photographs to go with the story.

Once the information is gathered and the story written, it goes to the typesetter, who types on a machine that produces the final form the copy is in before it gets printed.

Proof-readers check the copy for errors. Meanwhile, headlines are written to go with the stories and photos are being developed and printed.

How many stories and pictures are used largely depends on how much advertising has been sold, which determines how many pages the paper will be. Ads are generally laid out first.

Sometimes the best-laid plans must be changed at the last minute. Recently, for instance, we had planned to use a picture to

accompany a story about family reunions. The space reserved for the photo was needed for an ad, so the story ran alone. Fortunately, the photo had enough information accompanying it to run by itself the following week.

Sometimes, again because of space limitation, an article must be cut to fit the space available. Stories are usually cut from the bottom, so the more important information is generally given first.

Once all the headlines, stories, pictures, and ads are pasted in the right places, the paper is double-checked. Then it's off to the printer and, finally, into your mailbox or newsstand.

If you have a story idea, share it with us! Not every idea will wind up in print, but if it's a good one and suitable for us, we'll do our best!

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