

## Monthly Mustang Style Sheet

- ✓ Type in Microsoft Word. If you use another program like Microsoft Works save it as a Word document (.doc) or RTF (.rtf) avoid pdf
- ✓ Type article in 10 pt. and use the same font throughout. Times New Roman is very good.
- ✓ Do not indent. Two spaces after period.
- ✓ Single Space throughout the article
- ✓ One line between paragraphs.
- ✓ For interviews you can use the Q./A. format.  
Q. What is your favorite color and why?
- ✓ A. Red, I don't know it reminds me of sunsets. Do not use 1,2,3
- ✓ DON'T FORGET YOUR BYLINE for example *by Michael Connolly*
- ✓ Don't use any punctuation (, ; :- ) between the title and your byline.
- ✓ Use 14 pt. Bold for headline or title centered
- ✓ 10 pt. Italic for byline centered
- ✓ Spell out the numbers ten and under.
- ✓ Be sure to use spell check to check your spelling. Be sure to check with people to make sure you spell names and places correctly.
- ✓ Be sure to include a caption with the names of the people in the photos for any photos of events.
- ✓ Include details in your article. For example, if you are writing about a class field trip, say where and when students went, what they saw, what they enjoyed.
- ✓ Get quotes from one or two students.
- ✓ Make sure quotes are used correctly. Get permission to quote someone in your article. Make sure you have quoted accurately.
- ✓ Don't editorialize (give your opinions) in a news article. If you wish to write an editorial on an important issue see Mr. Connolly.
- ✓ Use ***bold italics*** for titles of books, magazines, movies, and other published works.
- ✓ Write acknowledgements if you have copied the article or some lines from another magazine or book.