**Peer Editing Checklist – 2nd Quarter Issue of *The Talon***

**Reporter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article Headline**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Article:** News Features Sports Editorial Student View Review LHS Related

**Newsworthiness Factors:** Timeliness Prominence Proximity Human Interest Shock Value Pathos Novelty Conflict Impact/Consequence

**Current Word Count:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Current Paragraph Count:** \_\_\_\_\_\_\_\_\_\_\_\_

**People Who Have Proofread My Work So Far:**

Name & Comments: What does the article still need? How can it be improved?

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**Editor Staff: Read the article and evaluate the following:**

* Article has a catchy, appropriate headline

YES DECENT NO

* Reporter included his/her full name and staff position in byline

YES NO

* Article is between 300-400 words (unless directed otherwise by an editor)

YES NO EXCEPTION by MRS. CLAY

* Article is written in indented, multi-paragraph format

YES NO

* Article is free of typographical, grammatical, and spelling mistakes

YES NO, IT STILL HAS ERRORS

* Article contains a well-written lead – engaging from the beginning

YES DECENT NO

* Article is newsworthy

YES NO

* Article avoids/limits the use of first-person (I, me, mine, my, myself, etc…)

YES NO ACCEPTABLE FOR EDITORIAL OR REVIEW

* Article avoids bias (unless editorial or review)

YES NO

* Article contains relevant, background information from reliable sources

YES NO

* Article appeals to a high school audience

YES NO

* Article includes quotations from LHS students and/or faculty

YES NEEDS MORE NO EXCEPTION by MRS. CLAY

* Article attributes quotations to the person by first and last name, as well as title or

grade level

YES NO

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| --- | --- |
| **Strengths of Submission**  | **Areas Needing Improvement** |
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Editor Staff Member’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_