

Online Posting Process

Our [online platform](#) holds content from all five sections of the publication. We aim to update our website every day, where each section has one posting day per week. [Trello](#) is used to organize the posting days for each article. Each section is responsible for publishing one article weekly. All online articles move through multiple rounds of edits and should be included on the section list with color-coding to indicate progress :)

Sectional posting days:

- *Monday* - Opinions
- *Tuesday* - Arts
- *Wednesday* - Features
- *Thursday* - Sports
- *Friday* - News

Online checklist (on Flow!!):

- Headline
- Featured image (1500 x 1000)
- Two-sentence caption
- Credit
- Social media blurb (150 characters)
- [Multimedia](#)

Editing flow (Section DEIC: Online → EIC: Online)

OPINIONS	ARTS	FEATURES	SPORTS	NEWS
1. Yasmine 2. Tara 3. Sophia	1. Zoe 2. Tara 3. Sophia	1. Sophia H 2. Tara 3. Sophia	1. Frank 2. Tara 3. Sophia	1. Nassef 2. Tara 3. Sophia
POSTED	POSTED	POSTED	POSTED	POSTED

***NOTE: Section editors will most likely have to do multiple rounds of text edits. If managing editors are doing an excessive number of text edits, the story will be returned to the section editor for further editing.**

Editing checklist:

Approving an online story idea

- All columns are filled out on the spreadsheet
- Specific “story” – not just a topic
- Localization
- Source diversity

Writer submits draft

- Online checklist
 - Headline
 - Featured image (1500 x 1000)
 - Two-sentence caption
 - Credit
 - Social media blurb (150 characters)
 - [Multimedia](#)
- All quotes are attributed (if applicable)
 - Just “said” – never “said that”

Section editor edits

- Organization and flow of the story
- Subjectivity
- Succinct lede
- Strong quicker quote
- Grammar and AP Style
- Ethical concerns
- Assisting the writer to develop their voice

DEIC: Online edits

- Minimal text edits
- Grammar and AP Style
- Assisting the writer to develop their voice

EIC: Online edits

- Minimal text edits