Ideas

* Do the **main ideas** of your article match your headline?
* Is your headline short and snappy?
* Do you explain your topic completely?
  + Who, what, where, when, why, and how
* Do you include multiple points of view?
  + Males and females, teachers and staff, 7th and 8th grade

Organization

* Do you separate different ideas into different paragraphs?
* Does your article flow forward in terms of time (past 🡪 present) or ideas (problem 🡪 solution)

Sentence Variety

* Does each sentence start with a different word or phrase?
* Are there a variety of lengths (short and simple, long and a complex) to your sentences?

Word Choice

* Get rid of “boring” words and replace them with synonyms:
  + Very, nice, good, pretty, said

Voice

* Are you showing bias?
  + Don’t say “I think” or “I believe” or allow any of your opinions in a news or sports article
  + Say “I think” and “I believe” and support your opinions with facts in an editorial or entertainment article
  + Use your best judgment in a features article

Conventions

* Read the article backwards one word at a time to better focus on spelling and punctuation
* Read the article backwards one sentence at a time to better focus on grammar
* Have at least 3 people (preferably from your section) look over your article for conventions, too!

Presentation

* Are all of the articles the same font (Century Gothic)?
* Are all of the articles the same font size (size 11)?
* Are all of the articles easily visible and readable?
* Are there any empty spaces that could be pictures with captions?