

# Reporters Tips

1. When using a date, do not add anything to the end of the number such as th or nd. It should be April 15. It is not necessary to add the year unless it is not the current year.
2. When using times, see the samples below. Use lowercase letters for a.m. and p.m. If the time is on the hour, do not use :00. Just 6 p.m.  
Correct use is:  
from 6:30 to 7:30 p.m.  
from 7 to 8 p.m.  
from 8 a.m. to 9 p.m.  
from 8 a.m. to noon  
The meeting was at 7 p.m. on March 5.
3. Use only one space at the end of each sentence. In the days of typewriters, we used two spaces, but on computers, we use one space between sentences.
4. We must have first and last names of club members. Be sure they are spelled correctly, too.
5. Do not abbreviate. For example, it should always be Junior Leaders, not Jr. Leaders.
6. You can abbreviate these months when used as part of a date: Jan., Feb, Aug., Sept., Oct., Nov., Dec. For example: Nov. 31. Short months, March, April, May, June, and July are not abbreviated. When using the month independently, spell it out. For example: we will not meet in September.

**MOST IMPORTANT:** Our deadline for news or reports is 10 days after the event or meeting. That means if you have a meeting, you have 10 days to get your report to the newspaper after the meeting. We cannot be flexible on this. We will not run old reports. Occasionally, we have to hold reports for a week or two because we don't have space in the paper that week, but it must have been received within 10 days of the meeting.

My email address is [terri.cole@miconews..](mailto:terri.cole@miconews..) My phone number is 294-2311. All reports should come to me for Miami County Republic, Osawatomie Graphic, and Louisburg Herald. It helps if you tell me which paper(s) you want your report published in.