



cSw Process for Editors (2017/18)

As a Team Editor, you have a big job that entails much more than finding typos and poor grammar. You are responsible fact checking, content and copy editing, and managing or “wrangling” many moving parts.

Familiarize yourself with the topic of each team writer. Learn to recognize the formats used by cSw writers: the straight news story, the blog post, or the “Q&A”. Each format presents information in a different way, and working with your Comms Mentor, you will help your writers produce a story in the style appropriate for the format they select. ***And don’t forget to read lots of good science writing.***

Your real work begins upon receipt of final drafts from your writers.

Final drafts are due no later than August 18, 2017.

Step 1: Create your team’s communication network. You need to train your team to maintain constant communication so you know where in the writing process your writers are during the summer. Coordinate with your Comms Mentor to help you manage your team and your time. Decide how you will communicate: google hangout, group email, Skype, etc. Get the entire team onboard.

Step 2: Create a Google doc for each story. Share with your Comms Mentor and be sure to provide access.

Step 3: Conduct a high-level review of each story. You should receive stories that are almost ready for publication. Consider if the style fits the format; if the language is accessible or too scientific; if the story is clear and compelling.

Work with your Comms Mentor to rate the stories:

- 1/ The story is almost ready to be published (requires minimal editing).
- 2/ The story needs to be reworked (requires significant editing).
- 3/ The story needs to be rewritten.

Complete High-Level Reviews by Friday, August 25, 2017.

Step 4: Share final drafts of stories rated “1” or “2” with the graphic designer on your team, who is responsible for liaising with the Creative Team (CT). With input from your team graphic designer, the CT will find images or create original graphics to enhance each story. Set a deadline for receiving images and captions for each story.

Step 5: If a story does not pass muster and receives a “3” rating, send it back to the writer to be rewritten. Share your concerns with your Comms Mentor and then communicate them directly to the writer in a private email. Confirm that the writer is willing to rewrite the story. If so, agree on a deadline for resubmission. Copy your Comms Mentor on all correspondence.

Step 6: Schedule time to consult with your Comms Mentor to polish stories for publication. Concentrate on polishing each story so it is ready for “prime time.” Complete your fact-checking and edit content and copy before finalizing stories with your Comms Mentor. Pay attention to grammar, spelling, spacing, word choice and punctuation as well as each story element, including the format, the “in brief” section with key points, and list of resources or works cited. Mark-up each story with your edits/questions/comments so you can make the most of your time with your Comms Mentor. Make sure to review the graphics and captions together.

Step 7: Share the edited story/graphics with the writer and rest of the team. Invite comments, suggestions, etc. Set a deadline for comments. Resolve any issues with writer. Have the writer approve edits and finalize story.

Step 8: Share edited story/graphics and captions with the Science Star. Confirm that the science right. Ask for a response within 5 days, and indicate that if you do not receive a response in that time, you will proceed with publishing the story.

Step 9: Schedule a TC with Editorial Team to brainstorm headlines.

Step 10: Prepare an excerpt/summary for social media (55 words/155 characters)

Step 11: Complete the Editor’s Checklist (PDF).

[Editors Checklist](#)

Step 12: Email online submission form to Chief Editor.

[Online Submission Form](#)

The form contains one finalized story; graphics and captions; works cited; 2-3 key points; keywords; social media summary; bios of writer and science star, staff credits.