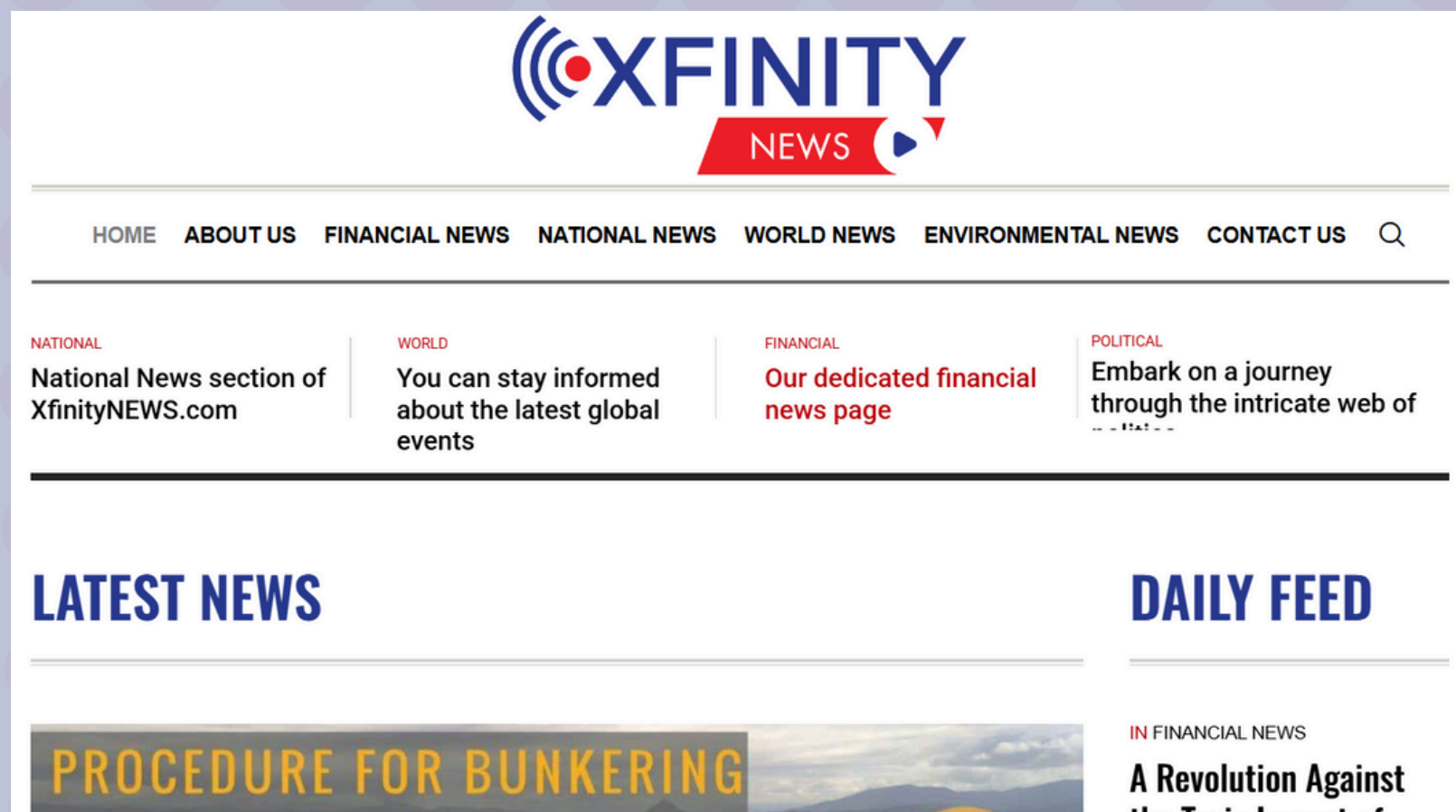




# CONTENT CONTRIBUTOR GUIDE

# INTRO:

WELCOME TO XFINITY NEWS! WE COVER FINANCE, NATIONAL, WORLD, AND ENVIRONMENTAL NEWS. WE ARE EXCITED TO WORK WITH YOU AS A CONTENT CONTRIBUTOR.



# TIMELINE:



1

CHOOSE YOUR BEAT

2

PROPOSE ARTICLES AND RECIEVE APPROVAL ON ARTICLES

3

TWO WEEKS BEGIN TO INTERVIEW, WRITE AND SUBMIT 1-2 ARTICLES

4

SUBMIT ARTICLES AND SEND NEW PROPOSALS WITHIN A WEEK

# STEP 1: CHOOSE YOUR BEAT

Please choose a beat to cover throughout your articles. As beats are chosen, some might not be an option, as we want our news to fairly equally cover the topics we cover. Beats may be specific or broad.

Some beat ideas are:

- Technology
- AI
- Finance
- Sports finance
- Environment
- Environmental Technology

# STEP 2: PROPOSE ARTICLES

Next, you will propose five articles that fall under your beat. You should ONLY cover articles for which you can confidently find a source to interview or enough resources online to write an accurate article.

After you propose your articles, the editor will choose two of the proposed articles for you to pursue over the following two weeks. The goal is to interview for and write at least one of the approved articles. If you are able to complete both, that is great as well.



# STEP 3: TWO WEEKS BEGIN FOR YOU TO INTERVIEW, WRITE AND SUBMIT 1-2 ARTICLES

1. The first step for writing a news article is to find a reputable source to interview. This could be a professor, industry professional, business owner or other similar professional.
2. Schedule an over-the-phone interview with your source and use Otter.ai to record the interview. (Make sure to ask permission to record the interview before you do so.) Otter.ai will record and transcribe your interview, but make sure to read over your quotes and check important information against the recording, as it is not always correct. Or find reputable online documents that you can use to write the article.
3. Research the topic of your article and situate your source within the topic. Write a list of questions to ask your source before the interview.
4. Interview your source with the questions you have written, and others you think of during the interview. (If relevant)
5. Use the information you found during your research/quotes, and information from your source, to write a 600-1,000-word article.
6. Make sure to either get a photo from your source or a copyright-free photo to go along with your article.

For more information on how to write a news article, continue reading.



## NEWSWRITING GUIDE:

All Xfinity News articles are to be written in AP style. If you are unfamiliar with AP style, visit the attached guide for some quick tips. While these tips are a great start for learning AP style, it is recommended that, at some point, you purchase an AP Style Guide.

Additionally, read the attached Associated Press tech article to read an example of newswriting.

VISIT THE  
ATTACHED AP  
STYLE GUIDE  
HERE



VISIT THE  
ATTACHED  
ASSOCIATED  
PRESS ARTICLE  
HERE



When researching article ideas for your beat, make sure you are not stealing another journalist's idea and copying their article. Try to be original and creative when covering your beat, or if there is a big development, try to approach it from a unique angle.

VISIT THE  
ATTACHED  
NEWSWRITING  
GUIDE



## STEP 4: SUBMIT YOUR ARTICLE AND SEND IN NEW PROPOSALS WITHIN A WEEK

After you complete and submit your article, the editor will read over it and edit it where needed. Your article will be posted on the Xfinity News website and across Xfinity News social media.

Following the two weeks of pursuing articles and submittal, you will have a week to send in five new article proposals.

## PAY:

Content contributors will be paid \$20 per article.

We are looking forward to working with quality writers and academics. We can't wait to see what you write, and we are looking forward to building Xfinity News into a platform that people check for important news developments.

Always reach out to the editor if you have any questions or concerns when writing your article.