SPECIAL SECTION: SGA CANDIDATES

ALABAMA STATA

SGA presidential battle heats up in the final stretch

AKIRA COOKE
Freduce Writer accols@gmail.com
It is a normal scene for Association (SGO) and Mins history of SGO, for the First time in the dates and the part of the property of the propert

King delivers father's speech on capitol steps

ERIN EDGEMON Contributing Writer eedgemon@al.com

Contributing Wirter codigenomical con redegenomical consequence of the contributing wire conference and and a failbord truck denied marchers access to the steps of the Alabama state capitol. Bearing the conference and the crown of the conference and the conference and the crown of the configuration of the configuration

the final event of the month-long celebration.

Bernice King, Dr.
King's youngest daughter, told the crowd that although it is 50 years later and there have been tremendous strides towards equality, many of her father's words still resonate today.

"Fifty years ago, it was malice that would not allow daddy to, sneak from the

Tribune staff prepares for regional, national newspaper face-offs

staff Reporties/Whiter
ebonyabanks@gmail.com
The Pacemaker Award,
the Best Weekly Newspaper
Award, the Best of the South
Award to the South
Award

was of simple the control of the con

wall showing the awards that the staff has won in the past. According to Editor-in-



CAMPUS NEWS

Gourmet Services return to regular dining utensils



VIEWPOINTS HORNET LIVING ARTS & ENTERTAINMENT SPORTS

The Hornet Tribune

COPY DESK CHIEF/COPY EDITOR APPLICATION

REVISED JUNE 2016

Job Description for Copy Editor or Copy Desk Chief

Job Summary

The copy desk chief is The Hornet Tribune's chief defender against errors published in The Hornet Tribune's content across all platforms (print, online, social media and the daily newsletter). The chief supervises the production desk, sharing scheduling and training duties with the design editor. The copy desk chief reports to the managing editor. A copy editor is responsible for an initial round of proofreading to ensure that written text is concise, consistent and both grammatically and factually correct. The copy editor also ensures that each sentence is easy to read and that concepts expressed are in a logical, sequential manner. The copy desk chief and copy editor are a key part of an editorial team comprised of writers and editors that may also include proofreaders and fact-checkers. The job frequently requires working under intense deadline pressure without compromising standards.

Major Responsibilities

- 1. Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.
- 2. Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.
- 3. Develop story or content ideas, considering reader or audience appeal.
- 4. Verify facts, dates, and statistics, using standard reference sources.
- 5. Read, evaluate and edit stories or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication.
- 6. Review and approve proofs submitted by composing room prior to publication production.
- 7. Confer with management and editorial staff members regarding placement and emphasis of developing news stories.
- 8. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- 9. Maintaining high-quality copy editing and proofreading of all The Hornet Tribune content, including articles, graphics and cutlines for photos, liftouts, etc., across digital and print platforms.
- 10. Maintaining high-quality headlines, ensuring that they are specific, accurate and fair portrayals of the story content and that the tone and style of the headline matches the tone and style of the content.
- 11. Scheduling, assigning and managing copy editors and proofreaders to ensure adequate staffing for all responsibilities, shifts and deadlines, including page design and production as assigned to the Copy Desk, and all special sections.
- 12. Working as the head copy editor/"slot," checking work of each copy editor before releasing it for publication to web or print editions.
- 13. Maintaining an even flow of copy and pages while meeting deadlines.
- 14. Ensuring that all content is edited to reflect timeliness.
- 15. Ensuring needed corrections are logged and published in a timely manner.
- 16. Training new copy editors and proofreaders as needed on Shorthorn processes, style and computer procedures needed to perform their jobs.
- 17. Testing all copy editor applicants and, as needed, monitoring work of individual copy editors to pinpoint strengths and weaknesses.
- 18. Ensuring that charts, graphs and non-photographic illustrations —like articles —are edited before being sent to production.
- 19. Ensuring that coaching and training are provided for all staff.

The Selection Process for the Copy Desk Chief or Copy Editor

To be selected as a copy editor or copy desk chief for The Hornet Tribune is indeed an honor and rewarding as copy editors are responsible for checking all written material, usually as the final step before it is set into type, to correct errors in grammar, spelling, usage and style (in this case, style refers to a given publication's guidelines for consistency in how words, phrases, typographical elements, etc., are to be used -- or not used).

They are not proofreaders, although reading proofs is often part of the job description. The difference is that proofreaders (a job title that scarcely exists anymore) are charged with simply looking for typographical and mechanical errors on copy that has already been typeset. Any student chosen to work as a copy editor or a copy desk chief must work for at least one year on a publication staff or support unit before he or she can be considered for this position unless waived by the Student Media Board.

The **Selection Committee** is made up of the editor-in-chief, Coordinator for Student Expression and Multimedia, staff adviser and managing editor. The process is divided into preliminary and final stages unless the number of applications received is very low.

Selection of finalists for the editor-in-chief or executive editor is based upon these criteria:

STUDENT'S JOURNALISTIC BACKGROUND AND ACADEMIC PERFORMANCE (OPTIONAL): This rating illustrates the candidate's commitment to scholarship. It consists of a look at the courses the applicant has taken and the grades earned in high school. List the courses taken in high school and college (journalism) on a separate sheet of paper and submit them with this application. In addition, the Selection Committee would like to review any articles or submissions that were authored by you at Alabma State University, high school or any other university publication.

STUDENT MEDIA BOARD CONSTITUTION

EXAMINATION: This is a 120-minute examination covering the contents of the Student Media Board Constitution. Every copy desk chief and copy editor who works for The Hornet Tribune must understand the function of the Student Media Board and the relationship between the Student Media Board and the various staffs.

The person who monitors the examination will hand you a sheet of specific instructions to read before the start of the timed examination. You will be allowed to keep these instructions with you as you take the examination. A score of "70" or above is required on this examination in order to be considered for this position.

EDITOR'S EXAMINATION: Each candidate will be administered the Editor's Examination that covers the various areas that copy editors are responsible for during their daily duties. Areas to be covered are grammar, ethics, spelling, legal issues, accuracy and conciseness.

THE ESSAY: The essay of each finalist is read, graded and averaged by the Selection Committee members. It usually receives special attention in the final evaluation. The purpose of the essay is two-fold: (1) to get an idea of how the applicant writes and develops a story; and (2) how the applicant thinks and analyzes situations.

After all criteria are considered, the **Selection Committee** determines which finalist to interview by telephone or in person. That decision is made by re-evaluating all parts of each finalist's application and includes telephone calls to teachers and others listed as references on the application form. Two references are required.

INTERVIEW QUESTIONS: Here are some of the interview questions that have been asked in the past of candidates who applied for the editor-in-chief or executive editor position. Why do you want to be executive editor or editor-in-chief for The Hornet Tribune? What do you believe you can bring to the position in terms of skills, attitude and goals? What have you done in the past that demonstrates you would be an asset to this publication, and if selected, what will you do to move it forward?

RESUME: The resume' will be carefully analyzed to determine how much time and effort has been given to its preparation. Remember, first impressions are lasting and in a situation where several people are competing for a position, your resume' may be the deciding factor. Therefore, please include previous journalism experiences as well as employment experiences while attending both high school and college. We wish you much success.

The Hornet Tribune

Copy Desk Chief or Copy Editor STAFF APPLICATION

OFFICE USE ONLY			
Interview	1.		
Grades	2.		
Essay	3.		
Editor's Examination	4.		
Constitution Examination	5.		
Resume'	6.		
TOTAL			

Last	First	Middle
Gender: Male Female	Classification	
Phone number(s) where you can be reached easily:		
Are you a U.S. citizen? YesYes	_No SID#	
Home/Permanent Address		
Address		_ Apartment #
City	State	Zip Code
Telephone	Cell Phone	
Email Address	Web Address	
University Mailing Address		
Address		_ Apartment #
City	State	_Zip Code
Telephone	Cell Phone	
Email Address	Web Address	
Personal Information		
The Hornet Tribune makes a special effort to attract Please check one category:CaucasianAmerica	Hispanic	

Academic Information			
List your undergraduate major	or		
If you listed journalism/comr	nunication, indicate your emp	phasis or concentration	
Advertising	Public Relations	Visual	Design
Broadcasting		Multimedia	Print
Which of the following cours	ses have you taken or will hav	re completed by the end of the	e Spring semester?
	Inter. Newswriting		
	Opinion Writing		C
Copy Editing	Newspaper Design	Online Editing	
	Magazine Design		
Have you ever worked for a lamagazine)? Yes Check duties performed	nigh school, college or profes	lication	
1	HTML Coding		Proofreader
Content Editor	Managing Editor Design Editor Art Critic	Copy Desk ChiefPhoto EditorColumnist	Reporter Copy Editor
1-5 hours	6-10 hours 11-15 131-35 hours	•	
Are you serving as a stringer Yes No	or freelancer for a profession Name of Publication		
If so, how many stories, on the	ne average are published durin	ng a month?	
Indicate which of the followi	ng areas you have better than	average skills:	
Proficient in hypertex Proficient in page lay Proficient in reportin Proficient in marketin Proficient in video ar	g, writing and editing ng or telemarketing	Proficient with graph Proficient in comput Proficient in photos a Proficient in sales an Proficient in public a	er generated charts and photo editing and advertising
Indicate why you believe you	would be the best person to	fill this position	

Academic Information (Cor	ntinued)	
Junior High School Attended		
Senior High School Attended		
University Attended		
Personal Information		
seven years? A conviction wi	Ill not necessarily bar you from em	polation) or been imprisoned during the last aployment Yes No If
Names of friends or relatives	that are employed by The Hornet	Γribune
Employment History (Begin v	with most recent employer)	
1. Employer	Dates Employed	
Address	Telephone	
City	State	Zip Code
Beginning Salary	Ending Salary	Position held
Reason for Leaving		
2. Employer		Dates Employed
Address	Telephone	
City	State	Zip Code
Beginning Salary	Ending Salary	Position held
Reason for Leaving		
	Dates Employed	
Address	Telephone	
City	State	Zip Code
Beginning Salary	Ending Salary	Position held
Reason for Leaving		

Military Service			
Branch of Service			
Dates of Service			
Duties/Special Training			
Additional Information			
staff in order for you to function ef	fficiently?Yes		
References List the name, title, address, email former high school teachers (no rel which you are applying. Be sure to	address, office and home telep latives) who are familiar with o include area codes for teleph Il call them during the selectio	phone numbers of two people (professors, the abilities that are needed for the job in none numbers and zip codes for addresses. On process so please be sure they are aware rences.	
1. Name		Title	
Home Address			
City	State	Zip Code	
Home Telephone	Office	Office Telephone	
Email Address	Fax #_	Fax #	
2. Name	Title		
Home Address			
City	State	Zip Code	
Home Telephone	Office Telephone		
Email Address	Fax #		
Applicant's Statement (Signature	e Required)		
1	tment to complete my year as	ne and if selected by the Student Media a copy editor or copy desk chief unless I in this application is true.	
Signature		Date	

CHECKLIST

The following materials must be submitted in order for you to be considered for a copy desk chief or copy editor position on any of the aforementioned staffs: Copy Desk Chief or Copy Editor Staff Application 1. 2. A typed resume' listing all colleges you have attended, all major jobs you have held since junior high school. We will look for the name, address and telephone numbers of the company that employed you. the name of your supervisor, the type of work you performed and the dates you were employed. A high school or college transcript or a typed list of all of your 3. journalism courses with the grades earned will also suffice. A 500-word Essay. This two-page essay must be typed and double 4. spaced. Student Media Board Constitution Examination Score 5.

Please make duplicates of all hard copies that you submit

6.

Editor's Examination Score

Your Essay . . . An Important Part of the Student Media Board's Decision

Your 500-word essay must be typed in an easy-to-read typewriter or computer print font. It is permissible to make minor editing marks, should you spot errors while proofreading.

Often, panelists read and re-read an essay when deciding which students will advance to the finalist stage. Therefore, it is important to write a well-organized, straightforward piece.

TOPIC: Write an essay stating your position on the death penalty in the United States and whether it should remain or be abolished. **BE SURE TO TYPE YOUR FULL NAME AT THE TOP OF EACH PAGE OF YOUR ESSAY.**

Please staple the essay to this page