

You could help!

# How the Gazette gets it together

This article was written by a member of the **Dalhousie Gazette** staff, and it took a couple of hours. Another member of the staff edited the article, and that took only a few minutes.

After it was edited, this article was sent to the local typesetting shop where it was retyped into columns.

When it came back from the typesetting shop, the article was pasted-down on this page; photographs and graphics were considered to complement the article, and it was sent, along with the rest of the newspaper to the printers in Kentville (at 6 am Thursday morning).

This process—writing, editing, typesetting, and designing and layout—happens to every article that appears in this newspaper. And, it's all done by students at Dalhousie in the weekly production of the student newspaper.

## NEWS ARTICLES

The **Gazette** tries to cover student issues, events that happen on campus or elsewhere that affect student's lives. Secondary to those articles, the **Gazette** tries to present an alternative to the media that dominates Halifax, so there are often stories we cover that are being presented in the **Halifax Herald**, but they have a different perspective than we do.

Each week our news co-ordinator (who?) prepares, with the help of staff ideas, a list of story topics and they are posted on the bulletin board. Interested staff people can sign their names next to the story that they want to cover, and get more information about the story from the news co-ordinator or the editor, Marc Allain. This happens on Thursday, Friday and Monday.

This same system, to varying degrees, is in operation for the other

departments of the newspaper as well. The Entertainment Co-ordinator and Sports Co-ordinator draw up lists of events to cover and try to organize people to be at each event. In both these departments it can also mean free tickets to the event in question—a play or movie at the Arts Centre, or a football game or tournament.

## COPY-EDITING

Not too many people walk into the **Gazette** (or walk out either?) as experts in news writing. But with everyone helping each other out through the process of copy-editing, most people find that their own skills improve during the year.

Copy-editing is when the article has been typed by the writer and given to another member of staff to read. The second staff member watches for grammar, spelling and content problems. Essentially the copy-editor wants to make certain the basic questions of the story are answered—who, what, where, when, how, and why. At the end of the story all the readers questions should be answered.

Most copy-editing is done by writers trading their stories so that there isn't one person that copy-edits all the articles. However, once the story has been read by one staff member the editor does read it before sending it off for typesetting. Through this process, the readers can ask the writer questions and a second draft may be written. This is quite normal for news writers, and all part of the learning process.

All the articles from all the departments are sent to the typesetting shop, on Monday and Tuesday, to be arranged into columns so they can be pasted-down onto layout paper when they return to the **Gazette** office.



The staff of the **Gazette** laid out this newspaper last night.

## LAY-OUT AND DESIGN

When the articles return from typesetting, Wednesday afternoon, they are arranged onto pages according to departments and their content. The first few pages of the newspaper contain the news stories and the editorial, then there are features and entertainment stories, and then the sports department wraps it up at the end.

On each page the stories are arranged, with their photographs and graphics, so they are easiest to read, and look interesting. The most important story is put at the top of the page and at the beginning of the department. The most important news stories are on page one.

Besides the stories themselves, there are small details that add up to a complete newspaper page: the date and name of the paper has to be placed on the top of every page, most stories are credited to the writers, headlines have to be composed to fit the space left for them and they have to make the story interesting to read as well, if a story is being continued onto another page it has to say so at the end of the first page and at the beginning of the second. These details, and the articles, are all pasted onto layout pages Wednesday evening.

By 6 am Thursday, the newspaper is finished, and it is driven to Kentville for printing. It comes back to campus Thursday afternoon, and that's when most students catch their first glimpse of that week's newspaper.

If you want to be one of the privileged few that catch a look at the paper before Thursday, then maybe you'll want to get involved in helping to put it all together. The list of possible interests is nearly limitless: the **Gazette** needs writers, editors, designers, photographers, organizers, people interested in what is going on around them in the university and downtown, people interested in sports and entertainment, and mostly people that like to work with other people in producing something collectively.

# CUP

Along with nearly every other English student newspaper in Canada, the **Dalhousie Gazette** belongs to an organization called Canadian University Press (CUP). In fact, the **Gazette** was one of the founding members of CUP, over forty years ago.

CUP exists to help newspapers organize the exchange of student news amongst them, and to help develop newspaper skills on the member papers. Twice a week the **Gazette** receives a national news service, containing more than fifty news stories from other campuses across the country. Once a week the regional news office produces regional news from the newspapers in the Atlantic provinces.

The **Gazette** often uses these articles to accompany one about something happening at the Dalhousie campus. Most events affecting students are happening at more than one university or college, and it is interesting to know what is going on at other campuses that relates to the experience we are having here in Halifax.

CUP also organizes the exchange of good editorial graphics, and sometimes photographs to accompany articles we may be running.

Besides the exchange of news, CUP also organizes three regional and one national conference each year. At these weekend and week long affairs, newspaper staffs trade their knowledge about writing, editing, photography, and design. Often the conference brings in special resource people to give a seminar on these and other topics of interest.

And, along with the interest in the technical aspect of the newspapers, the conferences also provide the format for newspaper people to discuss editorial attitudes of the newspapers.

## RELAX



Come To **Gazette** Party  
Thursday, October 5th