



**Share4Rare**

**Guidelines**

**On writing a Newspaper Cover Story**

## Purpose

In this brief guide we provide basic tips on how to write a newspaper cover story, links to additional resources on how to write a newspaper article as well as a template.



### What is a newspaper cover story?

It is the main/feature story that appears with a picture on the front cover of a newspaper or magazine. In the world of journalism, a feature story is an article that is not a news story.

Feature stories are typically more original than news stories. For this reason, you rarely see the same feature story running in multiple media outlets.

Feature stories take more time to write than news stories and they are usually more creative, more descriptive, and more subjective. Whereas a news reporter will often quickly cover What, Who, When and Where and be done with a story, a feature reporter will cover those as well but will also delve into several long and nuanced variations of How and Why, writing a much more extensive story that touches on concepts, ideas, impact, and cause and effect.

While they may have a tie-in to the news, feature stories don't usually cover something that happened in the last, say, 24 hours. A news story, on the other hand, covers something that is brand spanking new, by definition.

In other words, a news story always covers events that happened recently. If a news story is written and it isn't published relatively quickly, there's no point in publishing it; no media outlet likes to report "old news" that everybody already knows. In contrast, if a completed feature story doesn't run today,

or even this week, it's not the end of the world because feature stories have a much longer shelf life than news stories.

## Parts of Newspaper Cover Story

A newspaper article is usually constituted by five key parts:

1. The headline is a short, attention getting statement about the event
2. The byline tells who wrote the story
3. The lead paragraph contains the what happened, where and when did it happen, who was involved, how did it happen, why is it newsworthy? Answers to these questions must be written in the opening sentences of the article and often provide the basis as to whether the reader continues with the rest of the story or not.
4. The body/explanation comprises of the relevant facts or details that the intended audience needs to know after reading the headline and lead paragraph. Depending on the context of the event, it could include direct quotes from the researchers, study participants and or community stakeholders.
5. The additional information part contains those details that are of least importance. In other words, these are details that even if the editor opted to delete from the article, the author would not have to rewrite it so as to convey the intended meaning.

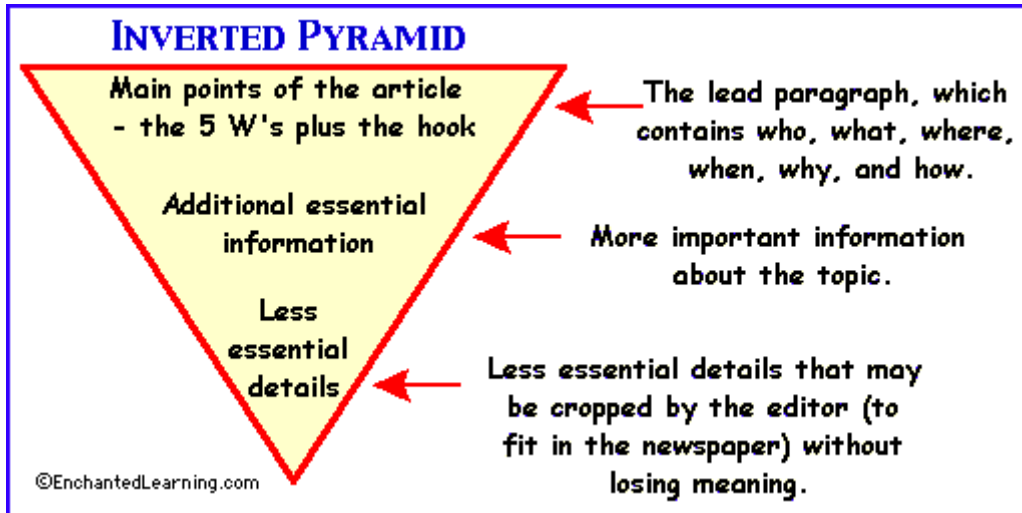
## How to Write a Newspaper Cover Story

- **Compile a Fact list**

A fact list is an outline of all the pertinent facts and information that one needs to include in the article. Compiling a fact list is important to write a clean, succinct article and reduce chances of leaving out any relevant information about the topic or story.

- **Use the inverted pyramid format**

It is advisable to use the inverted format. This means that the most important vital facts should be mentioned first and the less important facts come later in the article. The first paragraph must more important than the second paragraph and the second paragraph more important than the third and so on.



Source: <http://www.enchantedlearning.com/newspaper/invertedtriangle.GIF>

- **Check facts before concluding**

Read over the article and where necessary provide support for all claims. Assertions need to be attributed to someone—“According to.....” Information that cannot be attributed to a reliable and appropriate source is not suitable for publication. Include names, dates and contact information or address.

- **Remain unbiased**

A news article is meant to convey direct facts, not the opinions of its writer. Keep your writing unbiased and objective. Avoid any language that is overly positive or negative or statements that could be construed as support or criticism.

- **Concluding your article**

Make sure your news article is complete and finished by giving it a good concluding sentence. This is often a restatement of the leading statement or a statement indicating potential future developments relating to the article topic.

- **Keep it simple**

No big words! Newspapers are written for twelve-year-old reading level in order to accommodate readers of all backgrounds and abilities.

- **Every time is the first time**

Provide background information. When writing about the latest in a series of events, do not assume precursory knowledge. Assume the reader is picking up the newspaper for the very first time, with no prior knowledge about a situation

Please for some template look at this: <https://templates.office.com/en-US/Newsletters>

## References and additional resources

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