

AWARD STORY TEMPLATE

Source: Name, phone number with area code, e-mail address (all e-mail addresses end in @k-state.edu, not @ksu.edu)

Pronouncer: Add for unusual names of people, places or awards (using AP Stylebook guide under "Pronouncers")

News release prepared by: Writer's name, phone number with area code

Day of week, Month Date, Year

HEADLINE IN ALL CAPS

MANHATTAN — First, list the who and what. The name of the professor receiving the award, their title, the name of the award, what organization gives the award, and what it recognizes.

Next, the when and how -- where and when will the winner be recognized, and how will they be recognized? (With a plaque, an honorarium, a building dedicated in their name?)

Up next, a quote from the honoree about how much this means to them, their thoughts on winning.

A little more about the award and/or the society or organization granting it is good here. How many winners each year? How are winners selected? Is this the first person from K-State to ever win? (How prestigious is this?)

A quote from the winner's supervisor might be good here. (This is optional.)

Finally, more information about the winner here. Their degrees, responsibilities at K-State, other honors, awards, etc.