

HOMETOWN STORY TEMPLATE

****Mention "Kansas State University" in the first or second paragraph of every story. Use "K-State" on second reference.**

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, include the who and what -- what award or honor have the students received? What organization is it through? How many K-State students received the honor? When was the honor given?

Next, include information about the award or honor and the organization it is through. What is the criteria for the award? How many people received it altogether? What is the purpose of the organization? What are its goals?

A quote from the source would be good here -- maybe they can touch on the prestigious-ness of the honor, or perhaps the hard work of the students who received it.

Next, list the students receiving the honor in alphabetical order by (Kansas) hometown:

Name first, then year in school and major, then hometown. After their hometown, list any additional information about them that may apply to the story. For example -- if all of the students won slightly different awards, but all from the same organization, list the specific award the student won after the hometown.

List all students from Kansas first, then list all out-of-state students in alphabetical order by state.

****Don't forget:**

*Look up all of the student names on the White Pages -- if you cannot find a student there, they are probably on the "No release list." This means you CANNOT include them in the story -- they have signed a form requesting no publicity and it would be against the law to name them in a story. Simply take them out.