

# The Tulane Hullabaloo

## PRODUCTION EDITING PROCESS

The priority list will serve as a method to organize editing and priority for print articles.

- Articles should be listed by priority in the master list.
- Description should include two sentences detailing the article and requests for photos, etc. Top story should be in **bold**.
- Priority lists will be reviewed two weeks out at weekly content meetings.
- All print articles should be uploaded to the backend of the website prior to the beginning of Production Night at 6 p.m.
- In most cases, the online editor can leave at 10 p.m. after reviewing next week's priority list with the Layout Editor, Managing Editor and Editor-in-Chief. The online editor must check in before leaving.
- All stories are expected to be in at 6 p.m. If an article or any of its elements are not in, the Section Layout Editor reserves the authority to cut the article from print after 7 p.m.
- Final decisions on Production Night fall to Managing Editor, Chief Copy Editor, Production Manager and Editor-in-Chief. This group shall also have final say on any conflicts of interest or ethical violations.

All parties are expected to be on time to Production Night, unless the Managing Editor and Editor-in-Chief have cleared them. The editing flow will go as follows:

- Section Editor (Print & Online)
- Fact Checker
- Copy Editor
- Managing Editor
- Editor-in-Chief
  - The Editor-in-Chief edits all of news, intersections and views and top two stories from sports and arcade.
- Chief Copy Editor

All articles will be published by the Print Section Editor on Production Night after the Chief Copy Editor signs off on them.

### *Before PDF*

In this order, the InDesign file will be reviewed by the following:

- Section Editor
- Production Manager
- Managing Editor
- Editor-in-Chief
- Chief Copy Editor
- Production Manager

Once the Production Manager signs off, the Section Editor will publish all content, making sure photos are attached and check in with the Managing Editor and Editor-in-Chief before they are free to leave.

### *After PDF*

In no particular order, the following positions will review the PDFs of each section before they are sent to the printer and complied electronically on ISSUU.

- Managing Editor
- Editor-in-Chief
- Chief Copy Editor
- Production Manager

### *Social Media Publishing*

The top article will be scheduled by the print editor on Production Night. All other articles will be scheduled by the online editor that week by noon Thursday.