ARTICLE FORMAT

I. Introduction – Paragraph 1
   a. _Hook_
      i. Slogan, question, or amazing fact
   b. Statement
      1. Brief introduction - **_what is your article about?_**

II. Explain – Body – Paragraphs 2-3
   a. Causes and effects
      i. Facts and Details! "According to…"
      ii. What is happening now?
         1. Interviews – How are people feeling? What are people doing now?
      iii. Finish the W-W-W-W-W-H

III. Conclusion – Last paragraph
   a. A solution, your opinion, advice, or a funny statement
   b. What do you want the readers to think?

IV. <u>Cited References</u>
   a. Websites, people, and other sources

Example:

<u>Article Heading</u> (underline and size 14 font)

By: Amy Toole (name italicized, first name then last name)

Indent the first line of each paragraph. The FIRST paragraph is the INTRODUCTION. Tell your reader what the MAIN IDEA of the article is. The introduction paragraph should include a HOOK – something that is so interesting it makes the reader keep reading.

The MIDDLE paragraphs are the BODY paragraphs. These paragraphs should explain the main idea. You should put details, facts, and quotes in these paragraphs. If you have a fact or quote, you should tell the reader where you found the information. According to people who read articles, an author is more likely to be believed if they cite where they found their data. These paragraphs are where you explain the WHO-WHAT-WHERE-WHEN-WHY-HOW.

The LAST paragraph is the CONCLUSION. This paragraph should give the reader something to think about. You can add your opinion or give another interesting detail here. The last paragraph should remind the reader what the main idea of the story is.

<u>References</u>
Last Name, First Name. (Date). Title. Retrieved from website.
Last Name, First Name. (Date). Personal interview.

EDITING CHECKLIST

Check spelling and grammar.
- ❑ Look for **spelling** errors.
- ❑ Check for correct **punctuation**.
- ❑ Check for **capital** letters.

Read your article out loud.
- ❑ Is it <u>interesting</u>?
- ❑ Does the sentence <u>make sense</u>?
- ❑ How can I make it *even better*?
    - ❑ What can I **take out**?
    - ❑ What can I **add**?

Check the content of your article.
- ❑ What is the <u>main idea</u> of the article?
- ❑ Do I have **WHO – WHAT – WHERE – WHEN – WHY – HOW**?
- ❑ Is there an <u>interesting beginning</u>?
- ❑ Are there *facts*?
- ❑ Are there *opinions*?
- ❑ Did I include **photographs**?

ARTICLE FORMAT

- • Use Microsoft Word – MS .doc or .docx
- • Font size 12
- • **Indent** the first line of each paragraph.
- • Make sure you include:
    - • **TITLE** (size 14)
    - • *By: Birth Name Family Name* (Ji Yoo Kim, not Kim Ji Yoo)
    - • **PHOTOS**
    - • **CITED REFERENCES**

- • email your article to amy.a.toole@gmail.com