Duties and Responsibilities of the Editorial Staff

Crusader

The Student Newspaper of Archbishop Moeller High School

Editor In Chief

- Serves as spokesman for the staff, sets its tone, and represents the paper in dealings with the school administration, students, and community
- Takes ultimate responsibility for all printed material
- Copy-edits articles after they have undergone first revision and then submits to adviser
- Proofreads, edits, and approves final editions of all pieces. Requests changes as necessary
- Oversees layout process, progress, and production of each issue
- Prepares and distributes deadline schedules
- Leads editorial staff meetings
- Produces editor’s column (the lead editorial) and represents the agreed-upon policy of the paper
- May also write stories and headlines, give staff members guidance, and make suggestions for improvement
- Encouraged to be a creative leader who determines the direction the paper takes during his tenure as editor in chief.

Managing Editor

- Proofreads and edits second edition of all pieces
- Works directly with section editors on all content matters
- Collaborates with section editors in accepting articles from writers outside the staff
- Keeps a detailed log charting the progress of each assigned story in the upcoming issue
- Assists the art and photography director with laying out the publication
- Determines, in collaboration with art director, types of photos, graphics, pullquotes, and sidebars to be used
- Approves or rewrites headlines, photo captions and pullquotes
- Acts as editor in chief in the event of his absence

Op-Ed/Research Editor

- Allocates and edits opinion pieces and editorials, including editorial cartoons, masthead, statements of policy, letters to editor, and columns.
- After consulting with editor in chief about lead editorial, presents projected pieces to editorial staff and adviser
• Makes and keeps track of assignments, discussing progress and making suggestions for strengthening
• May write an unsigned editorial or write bylined opinion columns.
• Copy-edits first revised drafts of opinion pieces and submits to managing editor
• Approves or rewrites headlines, cartoons and other graphics related to op-ed pieces
• Lays out op-ed page in InDesign
• Conducts polls, surveys, focus groups and other research items
• Conducts interviews with students, teachers, et al. for feedback section of op-ed page
• Selects and copy edits letters to editor for publication
• Collaborates with editorial staff to ascertain editorial stance on various issues when necessary

**Art & Photography Director**

• Works closely with editors to provide artwork and photographs needed to enhance pages, including editorial cartoons, sketches, graphics, and choice of clip art
• Assigns all photo assignments to photographers as necessary, or may act as lead photographer himself
• Creates computer-based illustrations and infographs when necessary
• With assistance of the editorial staff, physically lays out the paper in InDesign

**Sections Editors**
(News, Features, Sports, Culture, Activities)

• Generates story ideas in collaboration with staff writers and fellow editors
• “Hires” writers for his particular section – either from on staff or freelance writers who are not on the Crusader staff
• Communicates photo assignments to art and photography director
• Proofreads and edits first revised editions of section pieces. Requests changes where necessary
• Constructs headlines, captions, and other miscellaneous material pertaining to his section
• Collaborates with art and photography director in the layout of his section
• Communicates with managing editor on progress of each piece
• Works closely with writers in developing their stories

**Staff Reporter**

• Generates story ideas and presents them to the appropriate section editor (sports, features, etc.)
• Fulfills assignments by doing necessary research and interviews, submitting stories correctly spelled and written in proper journalistic style, complete with suggested headlines, on or before assigned deadlines.
• When first draft of assigned story is copy-edited and returned, has one full day to make suggested revision and resubmit. (With approval of editor, extension may be granted if further research is needed.)
• Successive drafts will be reedited, then either approved or returned to reporter for further revision until written correctly in acceptable style.
• Provides data for infographs and factoids for sidebars
• Suggests brief, punchy excerpts to use as pull quotes
• Writes necessary photo captions
• NOTE: In addition to reporting, each staff member not having an editorial or managerial position will be responsible for an extra duty assignment.