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# (Suggested News Release Format)

News Release

Your Name

FOR IMMEDIATE  
RELEASE

4-H Reporter

Club Name

Your Address

Your Home Phone

Today's Date

## TITLE THAT SHOWS ACTION, HITS MAIN POINT

DATELINE IN CAPS – Leave a blank area at the top for newspaper use. Begin first paragraph here. Double space your copy (text). Type or print neatly on one side only.

Indent each paragraph seven letters. Limit paragraph length to five lines. Leave wide margins on the sides and at the bottom.

Do not hyphenate at the end of a line, even if it means having a short line. Just hyphenate words that naturally have a hyphen.

Double-check your story for accuracy and correct spellings, especially names.

Finish each page with a complete paragraph. Don't divide a paragraph by starting it on one page and continuing it on another.

If you do need to continue your story on another page, put the word "more" below the last paragraph and center it. Circle the word or put it in parentheses.

(more)

SLUGLINE IN CAPS – add one

Put the slugline in the upper left corner of each page after the first page. The slugline is a shortened version of the title. After it, put a dash, then “add one” or “page 2.” Change the add or page number, of course, with each additional page.

Start your new page with a new paragraphs, and again, finish the page with a complete paragraph.

When you’ve finished the story, place either three number signs (###) or “-30-“ below the last paragraph, centered. This is journalese for “the end.”

Staple your pages together.

If you are not hand-delivering the articles, allow enough time for the story to go through the mail. Ask your local newspapers what their deadlines are.