



Student
Voices
Collective



How to Plan and Submit Your News Story

You're telling a story that matters—so let's make it count!

✓ Step 1: Make sure your story is newsworthy.

A great news story has a clear **beginning, middle, and end**, and includes **compelling people or events**. Focus on a full story—not just a fun fact.

Your story should include at least **THREE** of these five elements:

- ☐ **Timeliness** – Is it happening now or recently?
- ☐ **Proximity** – Is it local or relevant to your community?
- ☐ **Conflict/Controversy** – Is there a problem or debate?
- ☐ **Human Interest** – Is it meaningful or relatable?
- ☐ **Relevance** – Why should others care?



Step 2: Develop your story.

Check the Storyblocks Chart for what's required according to your prompt.
Multiple interviews may be needed—read carefully!

- ☐ **Why** is this story meaningful?
- ☐ **Who** is it about?
- ☐ **When** did it happen?
 - ☐ *specific date and time*
- ☐ **Where** did it happen?
 - ☐ *specific place*
- ☐ **Why** is it important?
- ☐ **How** did things unfold?

Step 3: Plan your reporting.

Think through:

- What parts of the story you already know
- What you still need to research
- Who you'll interview or what sources you'll use

Use primary sources and real interviews whenever possible.

- ☐ Collect contact info from everyone you interview.
- ☐ Anyone under 18 on camera? Get a signed [Student Release Form](#).

Step 4: (REQUIRED) Write and feature photo your story.

- ☐ **Headline + subhead**
- ☐ At least **3–5 paragraphs** of well-organized body text
- ☐ At least **one feature photo** with a caption
- ☐ Format: Word Doc or PDF (story) + JPEG (photo)

Step 5: (OPTIONAL) Add multimedia!

- ☐ **Audio:** Combine story + interviews in one MP3 file. No music.
- ☐ **Photo Essay or Slideshow:** Upload JPEGs to bring your story to life.
 - ☐ Don't forget the signed [Student Release Form](#) for anyone under 18.
- ☐ **Video Story:** Create a short video version of your news story.
 - ☐ Review the [PBS News Hour skills checklist](#) before filming.
 - ☐ Use HD/4K video, good lighting, clear audio, and proper framing.
 - ☐ Avoid background noise and music.
 - ☐ Include an establishing shot and some B-roll footage.
 - ☐ Don't forget the signed [Student Release Form](#) for anyone under 18.

Step 6: Submit your story via the [SVC Story Submission Form](#).

- ☐ Your written story (Word or PDF)
- ☐ Your feature photo (JPEG)
- ☐ Completed [Student Release Form](#)(s)



Examples of GPB News Story Formats

- Here's an [example](#) of our (vertical) social media news stories.
- Here's an [example](#) of our (horizontal) news stories.
- Here's an [example](#) of our (written) news for digital release.
- Here's an example of a [photo essay](#).