Title of your report

A report by Your Name

This is where the introduction to your report goes. It should engage the reader, tell her what the story is about and make her want to read more.

Notice that there are spaces between paragraphs. This is the normal style of paragraphs on our website and many others.
If you want to start a new paragraph without leaving a space, for example in a bulleted paragraph, hold the shift key down when you press the newline key.

Microsoft Word

Note that we assume you will be using either Microsoft Word, or a free alternative such as Open Office to create your report, and send it to us in .DOCX format. This will make it easy for us to copy and paste the text into our websites.

Main Heading

The heading above is a Heading 3 style in this Word document. This is the main style we use on our website for major headings.

You should break up your article with headings to give it a structure and help the reader understand the logical flow of your story.

Sub Heading

The heading above is a Heading 4 style in this Word document. This is the main style we use on our website for subheadings. Use it if necessary to break up a major section into smaller logical chunks.

Body of your article

This should be at least 3000 characters (500 words) and no more than 8000 characters (1300 words).

Images

Ideally your article should contain at least one image. It is normally possible to copy an image by right-clicking it in your web browser and selecting copy image. You can then paste the image into your report.

Credit for images

Note that you should always add a credit to the image saying who created it and including the URL of the website where you copied it from, so that if necessary we can download a higher-resolution image.

You are, of course, welcome to create your own images.

In the following example we have copied the original caption and added the source.

When the article is published we will move the caption so it fits neatly below the image.

Turkish soldiers stand guard as refugees walk near fences enforcing the Greek border at Edirne, Turkey. Photograph: Tolga Bozoğlu/EPA.

Source https://www.theguardian.com/world/2020/feb/28/tensions-rise-between-turkey-and-russia-after-killing-of-troops-in-syria

Screen Grabs

If you cannot download an image, you can use screengrab software such as Greenshot to copy or save the image. Visit https://getgreenshot.org/

Note that many images are copyright and if so in theory we cannot reproduce them. However newspapers or similar sources are unlikely to complain if we correctly attribute the source.

Spelling

It is best to turn on spell-checking in Word (using English spelling) or run the spell checker before you send the document to us.

Inserting References

We expect that in order to give authority to your article you will want to provide references to authoritative websites.

You should do this by inserting an endnote in your document. How you do this will depend on what version of Word you are using, but typically you would use the menu entry References > Insert Endnote. The following is an example[1]. Notice we have set the numbering style to be Arabic rather than Roman.

Caution

Do not use footnotes. They will not be numbered correctly in sequence.

If you have problems inserting endnotes then simply create the references manually. However the above system is preferred since, when we copy and paste your article into our websites, the reference will be automatically linked to the endnote.

Note that the last heading in your report should say References

Publishing Your Report

Philip Brown can publish the report on the CovCAN.uk website for you if you email the Word document to young-reporters@covcan.uk

He might also copy it to other websites if it is relevant.

Alternatively, if you are going to produce several reports and if you want to learn how to use Wordpress (a very popular blogging and website creation tool) then he can create a CovCAN.uk account for you and you can write it online. Please write to the above email and ask for an account.

Note that if you write your news articles online, Philip will need to check it before publishing it to ensure it meets the standards of the site.

Publicise on social media

Make people aware of your masterpiece!

Publish a short report and photo or video on social media.

Once your fully report is published on our website, publish a link to it on social media.

References

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[1] This is an example of an endnote.