DOCUMENT STORY GUIDELINES

Document story checklist
1. Focus on the larger group of people represented by your profile.

2. Develop a theme, a problem, an interesting dimension of this group. Focus the story on this theme.

3. Search the library and other sources for primary sources. You have already done an online search. Supplement this with a library search. You are required to use a minimum of five sources in your story. A good story will almost certainly have more. The best story will have a mix of both online and library sources. If you include information from secondary sources (newspapers, news magazines), these do not count toward the required five sources. Most of your story should be based on primary sources.

4. Based on your research, reach some judgment about what the main conclusions of the literature are in relation to your theme. These conclusions (even though they might reflect conflicting opinions) should be the lead of your story.

5. Write this as a news story based on your research of a group of people. Make it as interesting to readers as you can using a journalistic style. However, the main focus of my evaluation of this story will be the information itself.

6. Try to get some data on your group if appropriate -- its size, demographics, unique characteristics.

7. Attribute key information in a form you think appropriate. The standard is to give enough information to the reader so that it could be found. Don't overload the story with excessive attribution. When you can, put the attribution at the back of a piece of information. Here's a sample attribution that is short and yet clear: "according to Jeff Lipscomb, a clinical psychologist writing in the journal Gerontology."

8. Include a bibliography of all references directly used in the story. Use the bibliography page to report on any special problems you had in finding material for a specific part of the story. (I'm not particular about the form of the bibliography as long as the citation is complete-include author/source of information, title of publication, pages cited, web address and date downloaded (if applicable), publisher and date of publication.)

9. Details: The story should be typed, double-spaced. Length should be 60-75 lines.