

The Varsity's
Contributors'
Handbook



Hi! Welcome to *The Varsity* contributors' handbook.

This guide contains useful information for all our old, new, and potential contributors, and general information about *The Varsity* for interested members of the U of T community.

The Varsity is U of T's largest and oldest campus publication, as well as the largest student newspaper in Canada. Founded in 1880, *The Varsity* distributes 20,000 print copies across U of T's three campuses every week during the academic year and maintains a strong online presence at thevarsity.ca and on social media, as well as publishing an annual student handbook and two magazines each year.

These days, *The Varsity* is published by Varsity Publications, which is an independent, not-for profit corporation. In terms of governance, our only involvement with U of T's administration is that they collect the student levy that forms about half of our budget. Advertising makes up the other half.

Unlike many student publications, *The Varsity* is entirely student run. From the editorial board to the business team, we have no full-time staff. Varsity Publications also has a student [Board of Directors](#), which oversees our operations. The Board is elected annually by the members — any U of T student who pays our fee.

There are many ways to contribute to *The Varsity*. Of course, writing is a central part of any publication. Each newspaper issue of *The Varsity* is divided into six sections: news, comment, features, arts and culture, science, and sports. You'll find more information about writing for each of these sections later in the handbook. *The Varsity* also enlists the help of many talented students in other areas. We're always on the look out for copy editors, photographers, illustrators, videographers, web developers, and designers. We also need students with business and sales expertise to sell ads and manage our finances.

Contributing to *The Varsity* is a rewarding experience. Seeing your name in print is one of the cheapest thrills around, but there are other advantages as well. At a huge university like U of T, *The Varsity* is a tight knit community of students from many disciplines. We have a long list of proud and accomplished alumni, from William Lyon Mackenzie-King to Naomi Klein and Bob Rae, and we have a name that's recognized across the industry. Working here, you can improve your writing and learn skills like copy-editing, layout design, and video editing. You can also train and practice on program such as WordPress and the Adobe Suite. It's easy for committed students to move up in our organization. On top of all that, while we treat our work professionally, we have a lot of fun doing it.

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POLICIES FOR CONTRIBUTORS

Here a couple of important policies that apply to every contributor. This is not a full list of our policies and by-laws, just a few things that every contributor should know.

Code of Ethics: Everyone who works for *The Varsity* is bound by our Statement of Policies and Code of Ethics, you can read them [here](#).

Policy on submissions: *The Varsity* retains all rights to anything submitted to us for publication. *The Varsity* may choose to alter, edit, publish, or refuse to publish any submission at our sole discretion.

Policy on plagiarism: Plagiarism is a form of dishonesty and professional misconduct which is destructive to the credibility of our publication and of journalists in general. *The Varsity* has a zero-tolerance policy for plagiarism. Every submission is fact-checked before publication, and we catch attempts to plagiarize every year. When we suspect plagiarism, the contributor will always be given the opportunity to explain the situation. If we determine, in our sole judgment, that the submission was plagiarized, it will not be published and the contributor will never work for us again. Any plagiarized material that has already been published will be retracted.

Deadlines: We require contributors to meet their deadlines. We work on a tight time frame to get the most timely content into each issue and onto the website. Deadlines are set as part of a complicated schedule. When contributors don't meet deadlines it causes delays for our whole operation. So please, submit things on time or let your editor know in advance if something will be late.

Representing *The Varsity*: Sometimes you'll be asked to represent *The Varsity* at an event or when contacting someone, but you can only say that you represent us if you've been given permission by an editor to do so. If you've represented us before, you may only do so again when working on an article that has been assigned to you. People will often contact our office to ask if someone is really an authorized representative, it's pretty embarrassing when we have to say 'no.'

Contributors should also be aware that their comments on social media or in public can affect the way their work is seen, particularly by calling into question the fairness or objectivity of articles. *The Varsity* will not tolerate public behaviour from contributors that damages the integrity or perceived objectivity of the publication.

Exclusivity: *The Varsity* only publishes content that is exclusive to our publication.

Unsolicited content: *The Varsity* does not publish unsolicited content. Contact the relevant editor before writing or creating any content.

'Staff status': Contributors who make six contributions during one year earn 'staff status.' Those with staff status are entitled to run for masthead positions, vote in masthead elections, and are credited as 'Varsity Staff' in the paper.

COMMENTS AND COMPLAINTS

We love to hear feedback from contributors, readers, and people in our community. There are a number of ways to get in touch with us.

Online Comments: Commentary on articles can be posted on the comment boards on our website. Please do not comment on your own work on the website. Contact your editor if you have concerns about the comments on your work.

Letters to the Editor: Send letters to comment@thevarsity.ca. Please keep letters under 250 words. Letters may be edited for length or clarity and may be published at our sole discretion.

Rebuttal: If you disagree with an opinion article, you can always pitch an article arguing for your opinion. Opinion pitches can also be sent to comment@thevarsity.ca. See the [Comment](#) section of the handbook for more details.

Complaints: Complaints regarding content or the conduct of our staff should be directed first to the section editor responsible. Our editors and their email addresses are listed [here](#) and in each issue. After you've talked to the editor responsible, further complaints can be directed to the Editor-in-Chief at editor@thevarsity.ca. If you're still not satisfied, you can bring your complaint to the Board of Directors by emailing chair@thevarsity.ca.

INFORMATION FOR WRITERS

These are some things that apply to writers in every section:

The style guide: Most publications have an in-house style, and it saves our editors time if you use ours. Our style guide lists a number of grammatical and stylistic details where *The Varsity* has decided on a consistent way of doing things. Our copy editors check for and correct style, but it saves time to get it right the first time. You can view the Style Guide [here](#).

Providing sources: Whenever you cite or reference a fact in an article, you need to provide us with the source. This doesn't have to be in academic format, just give us enough information that our fact-checkers can find the same information.

Word counts: Our policy is to send back any article that is more than 10 per cent over or under the assigned word-count. Each section editor will set a word-limit when they assign an article. Our layout designers rely on those word-counts when planning what each page will look like, and we use those numbers to determine how much content we'll have overall for the issue. If you don't meet the word-count, it means a lot of frantic work for a number of people. If you find that you need more space, or can't fill the space you have, email your editor ASAP — sometimes they'll be able to change the word-count and they can always help you out.

Stick to the story: When you have an article to write, you should make sure that you and your editor have the same understanding of what the article is about, and then stick to that topic. If you're not clear on what you should write about, just ask. If you want to change the topic, make sure to clear it with the editor first.

Editing: Just like any publication, we edit every article. We do not give writers or sources final approval over edits. Sources may request to see an article before publication; there are no circumstances under which this request should be granted.

Each article is edited several times before publication. First, the section editor will edit it, which sometimes involves sending it back to the writer for changes. Next, articles are edited by two copy editors, and then fact-checked twice. After that, they're edited by the Senior Copy Editor and then by the Editor-in-Chief.

Being edited is as much a part of being a writer as having a coach is part of being an athlete. Editing isn't a criticism. You simply can't have the same perspective on something you've written as a second person can. Always read your work after it is published and note the changes that have been made. If you're wondering why changes were made to your work, ask your editor to explain them. This is often helpful for improving your writing.

Print and online: We publish in print and on our website. Some content will be published in both media, some in only one. Where something is published has to do with the suitability of the content for the media, and with space. Readers expect and want different things when interacting with content in different media. It's worth keeping the media in mind when writing your articles.

Sentence spacing: Don't put two spaces after a period. This is a relic of the typewriter era, not part of *The Varsity's* styles, and incredibly annoying to correct.

Passive Voice: In passive voice the object and the subject of an active sentence are reversed. “Four people attended the meeting,” is an active sentence. “The meeting was attended by four people,” is the passive equivalent. Active sentences are almost always easier to read, and passive voice can be confusing and cumbersome. Use passive voice only when it is absolutely necessary.

Economy of Language: Journalistic writing requires an economy of language. This means using as few words as possible to express your meaning clearly. Ask yourself: Is every word working? Can any thought be expressed more economically? Here are some common mistakes and pointers on how to avoid them:

- **Eliminate conventional information:** You can delete information readers know simply because it’s part of their culture, information that goes without saying. For example: “City police, *who investigated the accident*, said the driver fell asleep at the wheel.” If the police made the statement, they had to have investigated. Omit the italicized words.
- **Eliminate superfluous detail that doesn’t advance the story:** Who called a meeting to order usually doesn’t tell the reader anything about the real story. It would be noteworthy only if the person who called the meeting to order was important for other reasons.
- **Eliminate redundancies:** For example: “The *fiery* flames burned the *centre* core of the building where vandals *intentionally* destroyed some offices.” Eliminate the italicized.
- **Eliminate rambling quotes and replace them with paraphrases:** If the person you are quoting happens to be repetitive, or not particularly interesting, you have no obligation to include the entirety

of what they’re saying. Only colourful, snappy quotes should be used, otherwise, paraphrase them.

- **Strengthen weak verbs:** Replace weak, actionless verbs with strong ones. Strong verbs make for strong sentences. For example: “Four people *are dead* as a result of the accident...” should read “Four people died in the accident.”
- **Make sentences direct:** You find indirect writing in sentences beginning with or containing: *it is/there is/there are*. For example: “There are 42 gallons per barrel” becomes “A barrel contains 42 gallons.” “There is no side effect to the new AIDS treatment” is stronger as “The new AIDS treatment has no side effects.”
- **Remove unnecessary qualifiers or modifiers:** For example: “Did not pay attention to” means “ignored.” “Registered his objections” means “objected.” “The vote was a unanimous 92-0” means the “vote was 92-0.”
- **Use words precisely:** Make sure each word actually means what you intend it to mean, and try to use the most precise word possible. Don’t be afraid to use a dictionary. Also, watch out for words that have similar meanings, but which are not synonyms. For example: “wish” and “want” do not mean the same thing.

Before reading about news, you should also read [Policies for contributors](#) and [Information for writers](#). Both of these sections have information that applies to news writers.

Writing for News is a lot like jumping out of an airplane. You're far more likely to enjoy it if you've prepared before hand. The Varsity News Style Guide covers all of these topics in much greater depth what follows are the basics. If you know the Style Guide backwards and forwards, or a new writer looking to reference something, this is good enough. If you're unsure about something, consult the Style Guide or ask the News Editor. Think about it like this, would you rather sort of know how to pack a parachute or really know how to pack one.

About News

Being a News writer is one the cheapest thrills on campus. It's an opportunity to become an expert on all kinds of issues and one of the most informed students on campus; as well as putting your well-honed research skills to work informing more than 70,000 members of the U of T community on everything from housing to human rights. News is the most high profile section of the paper; its more likely to be on the front page, and to be talked about campus wide, then anything else. It's also the highest risk section. If you're writing a story that's critical of something or someone, all facts had better be accurate and placed in their proper context.

Contributing to News

The weekly news team meeting is where story ideas are pitched, discussed and assigned. You have to write for news to attend the news team meeting. As a new writer the best thing you can do is pitch a story

by email. Anyone can pitch and but if you want to write and aren't sure what about, get in touch and something may be found for you.

Pitching: A good story is relevant and timely. A story about a break-in Ottawa is not relevant, a break-in at Simcoe Hall is. Coverage of next week's student protest is timely; coverage of last month's student protest is not. If you aren't sure, please pitch. The news editor can always help you rework an idea.

Accepting an Assignment: Accepting an assignment is an agreement between you and the editor that you will write a particular story — including length and deadline. Remember that accepting a news assignment is a serious thing. The paper is depending on you to do the job thoroughly and punctually. Do not accept an assignment if you are not sure you will be able to do it. Discuss your constraints with the editor and always let them know if you're struggling to complete an assignment.

Research: Opening-story jitters are familiar territory with most journalists. Interviewing someone you've never met can be nerve-wracking, and asking them tough questions they may not want to answer can be even worse. The better informed you are about the subject, the calmer you will feel going into an interview, and the more you will get out of it! Always start from easiest information to find out and move to the hardest. Read publicly available information first; has *The Varsity* covered this issue before, have other news outlets, what does a basic Google search turn up? Next you want to start reaching out to people. The first thing you should do is reach out to those who have an "axe-to-grind" they're the ones who want to get their information out there. Always work from those most willing to talk to you to those least willing to talk to you. There's no point in talking to

someone at the centre of a controversy if you don't have information on what the controversy is about.

Talking to Sources: Make sure you have a thorough list of questions before you talk to a source. Don't be afraid to let the conversation take you where it will, but a list of questions to refer back to is very helpful. The best time to call is 9 am. If the person is not available then, they may be able to tell you when later in the day they will be. Be persistent but polite and always identify yourself as a Varsity reporter at the beginning of the conversation. While there are exceptions, generally speaking in person is better than over the phone, and over the phone is better than by email. If you record the interview, you will have to listen to your recording numerous times to get the quotes properly. While recording is sometimes necessary, try and take notes as well whenever possible. If you agree to go off the record, you cannot use that part of the conversation in your story. Always be clear about what is and is not off the record, especially if you are switching back and forth.

Notes: Notes are a reporter's best friend. You should keep thorough, well-organized notes of all research and interviews. A third person must be able to read your notes and find the source of every fact and statement in your article. If you are taking notes quickly during a meet, it's okay to use abbreviations and short cuts that only you understand. After the interview, however, you should re-write or type up your notes such that anyone could understand them. Take special care that your notes clearly show what is a quote, what is paraphrased, what is on the record, and what is off the record. Your editor may ask for your notes as part of fact-checking the story. Keep your notes until well after the story is published.

Deadline: The news section has strict deadlines, if you cannot meet deadlines you cannot write for news. If you are concerned the article will be late for whatever reason, please let the news editor know as soon as possible and they will assist you.

Writing the Story: All stories should progress from the most important element to the least important. This is called the inverted pyramid style. Make sure the 5W's and the H are answered by your story: who, what, when, where, why — and most importantly, explain how it is relevant to your readers. Assume your readers have no prior knowledge of the issues presented. Be explicit and thorough.

The lead: The lead is the first sentence of the story. It should draw the reader in and make them want to keep reading. The best leads are clear and clean. While they should contain the most important information do not feel obligated to cram everything into the first sentence.

Paragraph structure: Paragraphs should be short to accommodate the narrow columns used in newspaper design. They should not have more than two or three short sentences. They should only present one idea or thought that is very closely related.

Check Your Facts: Never guess. Either verify facts or don't print them. Always ask yourself: Are figures, dates and statistics correct? Are names correctly spelled? Are abbreviations used accurately? Do facts support the story? Check and double check.

Editing: Don't take it to heart if you are edited. No one — not even the most seasoned professional writer — is able to write a perfect story, so

don't worry about it! If editors seem over-critical, it is just because they are trying to produce the best story possible for the paper, not because they hate your guts. Meet with the news editor to discuss your edits and you can learn how to improve.

Final Word: Writing news is an art, not a science. Flexibility is the key to getting a good story. Learn how to bluff, smile and nod whenever you're in doubt. Read lots, read anything. If you do not read you cannot write. That being said news writing is a practical skill. You won't learn half as much by reading about it as you will by doing it. Don't be intimidated by the detail of this guide, by the time you've done a few stories, it will all be second nature.

Before reading about comment, you should also read [Policies for contributors](#) and [Information for writers](#). Both of these sections have information that applies to comment writers.

About Comment

The *Varsity's* Comment section represents an opportunity for students to contribute their opinions on events and issues around campus and beyond. After News, Comment is the second section you will see after opening an issue of *The Varsity*. Opinion based writing from student contributors makes up the majority of in the section. These articles typically take on a specific issue or question in university life and offer perspectives aimed at not only informing but also persuading the reader. Comment strives to consistently publish informed, well-argued opinions to keep the student body thinking and involved in campus discussions.

Writing for Comment

Pitching an article: The first step in having a piece of writing published in Comment is the pitch. Every week the editor will send out an email soliciting ideas for articles. When responding to these emails or making a pitch you should include a brief explanation of the premise of your proposed article, including the perspective you wish to argue. Once you have submitted your pitch, the editor will contact you to both accept your proposal and assign the article with a deadline and word limit or to ask for more information. If your pitch is not accepted, do not fret — the editor will explain their reasoning and will invite you to come up with a new idea.

Deadlines: Deadlines will follow a consistent schedule, for articles published in the paper this will be the Wednesday before publication (for instance, if the paper is to be published on Monday, September 14, your article will be due on Wednesday, September 9). For online content your article will be due by midnight four days before it is posted (for an article to be posted on the website on September 14, it will be due by midnight on September 10).

Content: Most of the material in Comment will deal with issues and events at the University of Toronto. We are primarily tasked with reporting on campus issues and, as students, we have the best perspective on these topics and should therefore focus our efforts here. While U of T students are influenced by events from outside campus, it is important for *The Varsity* to recognize that we cannot compete with larger publications in the reporting or comment on topics of a larger scale. You may have a great perspective on American foreign policy or the legacy of a recently deceased world leader, but we cannot compete with the media systems in place across the world tasked with investigating topics of this magnitude.

Types of Articles: From time to time, in addition to the articles you will normally see in comment, *The Varsity* will publish op-eds from various people around campus. These pieces are written by people who occupy positions or represent campus organizations that are separate from *The Varsity*. Pieces that outline the distinct opinion of the paper will be published as editorials; these articles are voted on by the masthead and represent the combined writing of two or more members of the editorial staff.

Style: Comment writers are expected to follow the rules outlined by *The Varsity's* style guide [hyperlink] in their submissions. Beyond that, *The Varsity* recognizes that every individual contributor to the section will have his or her own unique journalistic style, the integrity of which we will work to preserve throughout the editing process. Submissions will only ever be edited for clarity and veracity without infringing on the perspective or voice of the writer.

Accountability: Because Comment publishes opinionated and biased perspectives, it is important that we make a distinction between the opinions of a contributor or staff writer and those of the masthead. Whenever *The Varsity* would like to project its own opinion or perspective in the paper, it will do so by publishing an editorial. To identify your opinions as personal, we ask that you include a short biographical blurb when you first contribute to comment. This should be one or two sentences including generic information (year, program, college etc.) and any information relevant to the topic about which you are writing. This bio will appear at the bottom of your article both online and in the paper to show that the opinions voiced above belong to the contributor and are not necessarily shared by *The Varsity*.

Tips and Tricks

- When pitching an idea for an article, more information is always better. It helps to show the editor that you have already formed a strong opinion and will not need to do too much research before you begin writing. This expedites the entire process of going through pitches and assigning articles. That being said...
- Do not be afraid to ask questions! The editor is more than happy to

answer any questions you have about the writing process, editing or how to get more involved with your section and the paper. I would be glad to collaborate with you throughout writing your article.

- Be available. It is important that I be able to communicate with you if I have any questions.
- Be accessible. Our readership is composed of educated and informed people who will likely understand your writing. Do not go to great lengths to make your writing impenetrable. Good writing is writing that flows well and makes sense. You can be engaging and intelligent, but do not let the point of your article be lost in overly difficult language — it will probably be edited out anyway.
- Do not get discouraged. If you find that you are not happy with the way your writing is being edited or you are not being published as much as you would like do not assume the worst and give up. Talk to the editor, they will be able to explain why this is the case and will help ameliorate the situation. We want you to keep writing.

Before reading about features, you should also read [Policies for contributors](#) and [Information for writers](#). Both of these sections have information that applies to features writers.

About Features

The Features section is unique from the rest of the paper, publishing just one article each week. Typically, the Features section is a two-page spread filled by a long-form article showcasing talented writers and big ideas. While stories are often related to our other sections, features avoid easy categorization within any one section of the paper, while remaining relevant to the U of T community.

Contributing to Features

Pitching: Features seeks outstanding writers who can carry a long-form article. If you have never written for The Varsity before, we recommend you first reach out to another section to write before coming to Features. New writers should always provide a writing sample and are welcome to send pitches, but are still encouraged to gain experience at The Varsity in other sections.

Due to the distinct nature of Features, articles for the section will often be conceptualized through correspondence between the writer and the editor. To kick off the brainstorming process, do not hesitate to email the editor a slew of pitches based on your personal interests and ideas, which can serve as a springboard for creating a Features piece. If you have a specific idea in mind, it is also appropriate to send a more developed pitch. Ideas that are creative, and perhaps even a little bit crazy, are welcome.

If you are foggy about whether or not your idea fits into the Features section, or would prefer to discuss pitches in person, we encourage you to drop into the editor's office hours or get in touch to meet up in person. You should also peruse the [features section on our website](#).

Writing: Given the length of Features articles, which will often be over 1200 words, deadlines are usually set two to three weeks in advance to give the writer ample time to develop their idea, conduct appropriate interviews, and produce accompanying online content. The Features Editor will be in close contact with the writer throughout the writing process, as a source of support and advice.

Deadlines: Articles will be due the week before their publication date (for an issue published on Monday, Sept. 9, the deadline is Monday, Sept. 2). This allows for sufficient time to edit the piece and for the design team to work with the material. With the exception of extenuating circumstances, it is inappropriate for a writer to back out of writing an article without reasonable notice prior to the deadline. In Features, because the article comprising the entire section, it is critical that writers keep in mind their other commitments before taking on a piece and are certain of their ability to produce the article in time for the deadline.

Visuals: Features articles should be accompanied by compelling visuals, such as photos, graphs, or illustrations. Part of the contributing process will be sorting out visuals with the Features Editor. This might include arranging for the Photo Editor to accompany you to interviews or to photograph a certain subject, or it might be creating an info-graphic with the design team. Consider what visuals would be appropriate to accompany your article as you write, and share your ideas with the editor.

Alternative forms: While Features articles are typically made up of long-form writing combined with visuals, the form, like the section, is flexible and open to different ideas. These could include “blurb” style writing, photo essays, graphs, info-graphics, maps, and other visual displays of information.

Online: The Features section also provides the opportunity for writers’ work to be complemented by related online content. We seek to include accompanying audio, video, extra photos, info-graphics, maps, or extra information to features articles online. The Features section also publishes online exclusive content that is not necessarily related to the topic of the week’s feature. These can be shorter stories focused on the student experience at U of T that take an innovative approach to the online format

Production: We encourage Features writers to come in during production on the weekends, in order to participate in the editing and design processes for their piece.

Handbook and Magazines

Each year, *The Varsity* publishes one Student Handbook, and two *Varsity Magazine* editions. The editor of the features section also serves as the editor of these publications.

Frosh Handbook: The Student Handbook is prepared in the summer, and is distributed to incoming students along with an issue of *The Varsity*. The handbook introduces students to the university and to the newspaper, providing information on campus issues, clubs, and sports teams, as well as various articles containing helpful advice for navigating the new setting.

Magazines: *The Varsity* publishes one magazine per semester. Unlike newspaper editions, the magazines are not organized by sections, but rather showcase exceptional, in-depth writing inspired by a central theme. Magazine articles are written in various different lengths and forms and are complimented by outstanding design in the unique magazine format.

Pitch meetings: Pitch meetings for the magazines are held at the beginning of each semester. We encourage writers from all different sections to attend these meetings, as magazine articles are diverse and creative, and draw on ideas across various topics and disciplines. Pitch meetings are typically held in *The Varsity’s* offices in a casual roundtable setting where everyone is encouraged to share their ideas and discuss the magazine theme to foster thought and creativity. Article assignments often take place following the pitch meeting, based on ideas and pitches that come out of the discussion. Do not hesitate to attend a pitch meeting, even if you do not have any solid ideas. You may be able to provide input inspired by the discussion, or to simply benefit from observation and listening. Creators of all kinds — writers, artists, illustrators, photographers, designers, and so on — are invited to magazine pitch meetings, as magazines feature various artistic mediums in print and online.

Before reading about arts, you should also read [Policies for contributors](#) and [Information for writers](#). Both of these sections have information that applies to arts writers.

About Arts & Culture

All those interested in writing for Arts & Culture will be quick to realize that there are few limitations to the type of content we publish. Almost anything that is not covered by the other sections is relevant to this section. Arts writers will have the opportunity to cover everything from Hart House plays, to the latest blockbuster film, to profiles of prominent artists, musicians, and other figures in the local community and beyond. Ultimately, this section strives to be a reflection of the interests of our readers and writers. The material often goes beyond the borders of our own campus.

Writing for Arts & Culture

Contributing: Arts & Culture is always looking for new writers. If you're interested, please get in touch. Due to the large pool of writers managed by the Arts & Culture editor, the best way to contribute is to pitch an idea for an article rather than wait around for the editor to assign articles.

Pitches: Once you have an idea for an article, send your pitch over to the editor. All pitches should be short and to the point. If the editor does not understand what you are aiming for in your article, it will hinder your chance of receiving the assignment. Most content for each issue is usually assigned several weeks in advance. It's in your best interest to

pitch early. This is important, especially when it comes to articles where you will need a media pass.

Writing: Once you receive your assignment, you will receive information on deadlines and word counts. Then you are free to write your article. If you run into trouble or have any questions about your article, contact the editor ASAP in order to avoid further issues.

Submission: Please send your articles in .doc format. Don't forget to include a list of any additional resources you might have used during the process of writing your article. No other formats will be accepted.

Deadlines: All articles must be submitted to the editor before 5 pm on the Wednesday before publication (for instance, if the paper is to be published on Monday, September 14, your article will be due on Wednesday, September 9). The main exceptions to this deadline are reviews of events that take place after the deadline date. In that case, you have a hard deadline of twenty-four hours after the event has taken place (for instance, if you are reviewing a play on Thursday at 7 pm, your article is due the next day, Friday, at 7 pm). If, for some reason, you absolutely cannot make the deadline, please email the editor ASAP to discuss the problem.

Web content: There are certain types of articles that are better executed as an online article versus a print article. Potential web-only articles could include music and film reviews — articles where there could be an element of multimedia (song or video clip) involved. The process for online exclusive content remains the same as print. If you have any questions about whether or not an article is better suited for online or not, send an email to the editor.

Getting in touch

Office hours: The Arts Editor will hold regular [office hours](#). Feel free to come by during these hours to talk about anything related to the section. If you cannot make it to these hours, send an email to the editor arrange an alternative time.

Communication: Most correspondence between the Arts Editor and writers is through email. Feel free to send emails related to the section. Although the editor does try their best to read and respond as quickly as possible, there might be a chance that your email was missed. The Arts & Culture inbox receives an overwhelming amount of emails each day. If you find that the editor has not responded within a few days, please send another email.

Emailing list: In order to keep up to date with what's going on with the section, the editor uses an emailing list as the primary form of mass communication. To be added to the list, please send an email to arts@thevarsity.ca.

Before reading about science, you should also read [Policies for contributors](#) and [Information for writers](#). Both of these sections have information that applies to science writers.

About Science

Welcome to Varsity Science! The Science section is actually three sections in one: we combine the subsections of science and engineering research, technology, and health. We're a fairly locally focused section, which means that our focus is on science related news that centers around the University of Toronto, with a secondary focus on science news from the greater Toronto area. Our content is by no means limited to academia and research. We cover engineering and science based events and clubs, student initiatives, and U of T tech culture and start-ups. We also run tech reviews and other more general science-based content with a student-centric focus.

Writing for Science

There are two main ways to contribute a story to the section. You can respond to a pitch email sent by the editor, or you can email science@thevarsity.ca and pitch a story.

Pitch emails: A pitch is an idea for a story. Generally, pitches include some information on what the story is, the expected format of the story, the length and due date. Pitch emails will contain multiple pitches. The Science section sends out pitch emails that list all the available pitches to the writers list on a regular basis.

Joining the email list: The Science section is always looking for writers! If you would like to be added to the list of science writers,

please send an email to that effect with your name to science@thevarsity.ca

Responding to a pitch email: To claim one of the pitches, contact science@thevarsity.ca. Feel free to just reply to the original pitch email. Include your name and identify which pitch(es) you wish to claim. The Science Editor will then respond informing you whether or not you have the pitch. To reduce work, do not begin writing the article until after you have heard back from the editor.

Pitching a story: The Science section encourages writer-submitted pitches. If you wish to write a story about a topic in science, technology, or health (or cover an event) that we have not mentioned, please email science@thevarsity.ca with your name and idea. If you can, provide a reasonable amount of information both about your subject and about the format (interview, article, review) of your piece. For extra points: put the word "pitch" somewhere in the subject line of the email. The editor will respond within 24 hours to discuss your story idea.

Writing the story: After the editor has responded with confirmation that you have been assigned the story, it is yours to write. We have included some helpful hints below to help you during the process. If you have any questions, do not hesitate to email the editor, who will be happy to help you.

Submitting the story: You can email the story in any common text file format. If necessary, you can also copy the text of your article into the body of your email. Please submit the article on time. If you know that you will not be able to make a deadline, please email the editor so that

they can work something out with you. (Please don't be afraid to send this type of email. Editors understand that sometimes things come up, and the earlier they know of a problem, the earlier a solution can be found.) Don't be afraid to submit your article early; everyone loves early submissions.

When will my article be published? This depends on whether the article is online-exclusive or intended to be published in print. The format of the article may also affect the length of time before your story is released.

Generally speaking, standard articles are published four days after they have been submitted. If an article is due Thursday, September 12, it will most likely be published on Monday, September 16. This holds true for both print and online content.

However, some types of articles, particularly online-exclusive articles, may have additional content that can slow down the publishing process. For example, if the piece accompanies a photo essay, additional time is needed so that photographers can take the photos that make up the essay. In this case, or in any other case in which the publishing of an article may be delayed, the editor will contact you with the reason behind the delay, and the date upon which the article will be published.

Online Content

The pitch process for online content, whether claiming story pitched by the section or pitching a story to the section, is essentially the same as it would be for print content. The big difference between online and print content is the format. With online content, it is possible to rely heavily on multimedia and supplementary content to tell a story. At the very least,

online content is often more image heavy. At the more extreme end, online content may tell a story exclusively through video or audio components. For this reason, online content can also be uniquely challenging and hugely rewarding. If you have an idea you think would translate well to multimedia, you are enthusiastically encouraged to email the editor.

Hints for Science Writers

Research and resources: Due to the nature of the content, most science stories require at least a little extra research. Research does not have to be time-consuming or frustrating, and can be an interesting and enjoyable experience.

For health stories, I recommend looking at government websites like Health Canada [hyperlink: <http://www.hc-sc.gc.ca/index-eng.php>] or the American National Institute of Health [hyperlink: <http://www.nih.gov/>]. In general, government websites are good, reputable resources.

When doing research for technology stories, the websites of other publications can be useful. If you're searching for product specs, try the review sections of publications like *Wired* [hyperlink: wired.com]. Magazines like *Wired* often have excellent coverage of online- and tech-culture and current advancements in technology. For more of the latter, publications like the *MIT Technology Review* [hyperlink: <http://www.technologyreview.com/>] are recommended.

For science stories, check out the relevant University of Toronto department website(s). These websites are often the easiest ways to find contact information for university-based experts (see below).

Generally speaking, science stories often connect to a large narrative of research. For example, a story about sequencing the genome of a lizard might be connected to earlier research on a related species. Thus, a good place to find relevant information is previous news stories. Try searching the CBC Technology and Science website for the name of the lead scientist, or for the name of the species. Other places you might try to find previous news: *Science Daily* [hyperlink: <http://www.sciencedaily.com/>], *Nature* [hyperlink: <http://www.nature.com/>] (and the affiliated magazine [hyperlink: <http://www.nature.com/nature/index.html>] or past stories in *The Varsity* itself.

Using Statistics: It is often helpful to ask these two questions when using statistics:

- Is this stat relevant and reputable?
 - Often, there are conflicting statistics on an issue. As such, finding a particular statistic can often be a frustrating experience for any researcher. Does citing this particular statistic add something to the article that citing another fact would not?
 - Consider the source of the statistic. Can the statistic be corroborated by another unique source? Are these sources reputable and respected?
- Is this stat in any way misleading?
 - Sometimes stats can be true, but can simultaneously carry unfortunate or untrue implications. When using a stat, be careful to offer appropriate context. For example, if the number is contested, note that not all experts are in agreement.

Emailing an expert: In the course of writing a story, writers are encouraged to contact area experts for comment. When contacting an expert, be prompt: these experts are often in high demand and chances of getting a quote increase the more time is given. Be respectful and contextualize your request; explain that you're writing a piece for *The Varsity* and why you are seeking them specifically out for comment. It is highly recommended to email specific questions as opposed to more general queries. Do not hesitate to politely request a face-to-face meeting, particularly if you are especially knowledgeable and passionate about the subjects. Talking with experts about science stories is one of the most enjoyable and interesting aspects of science writing, and the experience often produces especially effective pieces. It is wise to have or obtain some background knowledge before contact an expert.

Contacting science

If you would like to get involved with the Science section, or if you have any questions about the contents of this handbook, please email science@thevarsity.ca. We hope to hear from you soon!

Before reading about sports, you should also read [Policies for contributors](#) and [Information for writers](#). Both of these sections have information that applies to sports writers.

About Sports

Sports is the section of *The Varsity* that focuses on Varsity Blues teams, U of T intramurals, other U of T athletics, as well as athletics in the community that affect U of T students. In the section, you will find game recaps, player profiles, creative features, stories that go behind the scenes of U of T athletics, and fitness and nutrition pieces. *The Varsity* is a campus newspaper, and so the Sports section of the paper fills readers in on the entire athletic community of the university.

Writing for Sports

Pitching a story: One of two ways of beginning the process of writing a story is to pitch a story to the Sports Editor. To pitch a story, send an email to sports@thevarsity.ca and either set up an appointment with them to discuss the pitch, or give a detailed description of what you would like to write about. You may still be called in for a meeting to discuss the idea with the editor. Alternatively, writers can come to the editor's weekly office hours[link] to discuss the story. Pitches may be accepted exactly as they were pitched, but more often, the main idea will remain as the focus of the piece, but parts of the story will be changed in order to fit the style of the newspaper.

Accepting a story: The alternative way of beginning the process of writing as story is to be assigned a story. The editor will send weekly emails to

the section's writers with stories that they would like to have covered in upcoming issues. Alternatively, the editor may send assignment topics to individual writers who they think are fit to write a certain story. In order to join this email list of sports writers, send an email to sports@thevarsity.ca. To claim one of the assignment topics, writers simply reply to the email and the editor will confirm the details of the story with them.

Before writing the story: Before they start writing a story, writers will receive the outline of the story, its format, word count, deadline, and all other relevant information. If interviews are involved, the Sports Editor will pass on contact information for the interviewee, or set up the means to interview to them. If credentials are required in order to attend the event that is to be covered, they will be set up and the writer will be informed as to where they can find them. All other relevant information of the story will be discussed between the writer and editor at this stage.

The writing process: While you are gathering information and writing the story, stay in close contact with the editor. This way, if any inconveniences or difficulties arise, or if the article has to be submitted past the originally due date, the editor make appropriate arrangements.

Submitting the article: Writers should submit their articles by the originally set deadline and no later, unless otherwise discussed with the editor. Deadlines vary based on the type of article (see below). The article should be submitted as a Microsoft Word document, or in text form through a similar program. If the editor asks the writer to make changes to the article, they must comply promptly.

The final product: After editing, the article will be published. During the

school year, most articles are published in the paper edition as well as online, although some articles will be strictly online features (this will be discussed before the writing process begins). During the summer, all articles are published online, as no paper issues are printed during summer months.

Types of Articles

In the sports section of the paper, the articles that are written tend to fit one of the following categories:

Game Recap: Game recaps will almost always be covering Varsity Blues games with some exceptions including intramural finals, other games at U of T, or Blues players competing on other teams. Due dates for game recaps vary based on the date and time of the game. Most Varsity Blues games take place on Friday nights, and Saturday and Sunday during the day. After a game is finished, writers are asked to submit a very short summary of what happened in the game (75-150 words) to post online within three hours of the game ending. The complete article will be due by Saturday night if it is a recap of a Friday night game, and by 11:00 am on Sunday if it is a Saturday game being covered. These deadlines are strict, as games occur directly before, or during the production of the paper. No articles can come in late. The word count for game recaps runs from 400-500 words, and should include a summary of the game, highlights, and interviews with players and coaches. Game recaps will be included in almost every issue of the year.

Player Profiles: Player profiles are stories that focus on a single player and their life as an athlete and student. Typically these articles will look at the athlete's past as an athlete, their present career on a Varsity team, and at

their future goals. Writers can look forward to interviewing Olympians, and other athletes who compete representing their country. Player profiles will be due on Thursday at midnight before the Monday issue. The word count for these pieces is 400-600 words and should include a lot of quotations.

Q&A: These pieces are similar to player profiles in that they are written around an interview with an athlete. They will be in Q&A format, and only have a very brief introduction of the player being interviewed. There are three sizes of Q&A articles: sitting at 200, 400, and 600 words.

Team Coverage: These articles should focus on the past, present, and future of the team, as well as its key and its developing players. It should include quotations from the players that it focuses on, as well as coaches. These articles will be due at midnight on the Thursday before the issue is published, although some changes will be made to the article in order to reflect the most recent stats and scores of the team after the weekend. The word count for these articles is 400-600 words.

Tournament Coverage: When tournaments or playoffs are held at U of T, *The Varsity* will give complete coverage of them. There will be short game recaps going online after games. Usually, these recaps will be online exclusive, although sometimes some of them will be printed. These pieces are due as soon as possible of the end of the game, 12 hours later at the very latest. The word count for these pieces is 300-400 words and should have the same form as any other game recap (see above), only shorter.

In addition, articles summarizing the whole tournament from start to finish will be due Sunday at 11:00 am, with details of final games occurring after this time being filled in upon completion. The style of these pieces

varies based on the form of the tournament, so details will be laid out upon assignment. The word count for these pieces is 600-800 words.

Feature: A feature in the sports section can cover a range of topics. It will always be a piece that covers a story that is more general than coverage of a specific team, game, or player of the Varsity Blues. It will be a piece that is accessible to a wider U of T audience, as it will be a more creative piece, or a piece that directly affects many U of T students. Features will be due at midnight on the Wednesday before publication and the assignment will be given out well in advance. The word count will be 800-1000 words.

Short feature: A short feature is a piece with content similar to features, but not exclusively, as it may contain pieces that are centrally focused on a Varsity Blues team, player, staff, or other topic in the Varsity Blues community. They are shorter (600-800 words) and published more frequently than features. The due date for short features is midnight on Thursday prior to a Monday issue.

Online exclusive vs. online and print: Some articles will be written as online exclusive content. The main online portion of sports can be found in the Blogs section of the website [thevarsity.ca/blogs]. As well, longer versions of published articles can be found online, as well as more pictures, or videos that go along with the article. Other articles will also be published as online exclusive pieces based on content or style.

At an Event

Going to an event: Different procedures are used at different kinds of sporting events. For example, being put on a media list or having a media

pass is common. Usually, however, when a writer arrives at an event to be covered, they will check in with the media coordinator for that event who will set them up.

Covering an event: When the event is underway, writers should take notes on the event in general, and make sure to record important moments and information. For example, when a writer is attending a game for a game recap piece, they should record things like close plays, times of scoring, and any other relevant details. When attending an event to report on it, you are representing *The Varsity* and should behave professionally.

After an event: After the event ends, or during a break of the event (unless it is a game), writers should interview those involved for quotations for their article. They can do so by speaking with the media coordinator to arrange interviews directly after the event with coaches, players, organizers, etc.

Before Submitting

Double check facts: Make sure to double check name spelling, scores, stats, and other facts included in articles. It makes it much easier for fact checkers to do their job when there isn't much to change, and it prevents errors from slipping through into the published article.

Include all sources: Make sure to include a list of sources used for research at the end of the article. It does not have to be in a formal, academic style; a simple URL will do. This makes facts easier to find and check.

Make sure that quotations are accurate: When including quotes in an article, make sure that you transcribe the interview correctly so that what

the interviewee said is accurately recorded. As well, save the audio file of the interview so that if a problem does arise, the interview's recording can be accessed for verification.

Editing: After you are finished writing the article, make sure to edit it at least once. If it is not edited before being submitted, this creates more work for the editors, and the article is likely to be submitted with a fair number of mistakes. If poorly written pieces are submitted, then writers are unlikely to be given many assignments.

COPY EDITING

About copy editing

Copy editing for *The Varsity* includes two main tasks: copy editing and fact-checking.

- **Copy editing:** Editing the grammar, spelling, and punctuation of a given article and making sure that it follows *The Varsity's* in-house style.
- **Fact-checking:** Checking all facts in the article for accuracy and proper citation (where applicable). Reliable online sources are the copy editing team's main fact-checking resources. It is highly recommended that you bring your own laptop/web surfing device; however, if you cannot do so, there are usually some computers available for use at the office. See "The Style Guide" below for more information about fact-checking.

Notes:

- Articles that are either particularly important to the given issue or particularly fact-heavy may need to undergo the process (or certain stages thereof) more than once.
- Please keep in mind: Copy editing does not include making extensive stylistic edits to the article (i.e., rewriting a few sentences or an entire paragraph). Stylistic edits are largely to the discretion of the respective section editor, the Senior Copy Editor, and the Editor in Chief. Questions about writing style should be directed to the Senior Copy Editor.

Production and process

The Varsity produces an issue every weekend during the academic year, in time for publication each Monday. Copy editors work at our office (21 Sussex Avenue, second floor), during either the Saturday or Sunday of a given production, from 12:00 pm – 3:00 pm. Each article

receives four separate edits from copy editors: two copy edits, and two fact-checks.

After contributing to at least six issues, copy editor's — like other contributors — will earn a copy editor staff status at *The Varsity*. Attendance to production is obviously crucial. In addition to increased editing experience, benefits of regular attendance include a number of additional copy editing opportunities, such as for breaking news articles and online content. Copy editing is also a good way for writers to get into the office, meet the staff, and work on their skills.

The Style Guide

The copy editing team uses [The Varsity Style Guide](#), which is largely based on the Canadian Press Stylebook. The style guide includes information about editing notation, *The Varsity's* particular spelling preferences of certain words, grammar conventions, and fact-checking. Several in-office copies of the style guide will be available at production.

About Photo

The Photo department is responsible for providing all of the photographs published in *The Varsity*. Photos provide context and increase understanding of the topics discussed in articles, as well as make the newspaper and website more visually pleasing.

Contributing to Photo

If you'd like to be a photo contributor, please send an email to photo@thevarsity.ca, introducing yourself. If you have a portfolio or some samples of photographs you're proud of, attach them. Also outline any specific interests you may have, such as event photography, sports photography, or portraits. You do not have to be an expert photographer! Enthusiasm is the main requirement.

Assignments: The Photo Editor will send weekly emails to contributors outlining required photographs. Requests will be detailed, outlining, for example, which person, building, or event needs to be photographed, and, if applicable, the time and location. Contributors should reply to the email if they are interested in taking on any assignments, and the photo editor will confirm and provide any details. Alternatively, the Photo Editor may contact individuals directly if a photo request is suited to a particular contributor's experience or stated areas of interest.

Equipment: Regrettably, *The Varsity* is not able to supply any equipment to photo contributors at this time. However, there are several campus clubs that lend photo equipment to students. Contact the editor for more information.

Deadlines: The Photo department will do its best to assign photos

well in advance of their due date. However, due to the nature of news, sometimes photos will have urgent deadlines. In all cases, the Photo Editor will discuss deadlines with contributors and make sure they can be met before the photo is assigned. Please let the editor know as soon as possible if an agreed-upon deadline cannot be met, so that other arrangements can be made.

Format: Photos need to:

- Be at least **2200-2500 pixels**, 9-10 inches (even larger is better)
- Have a dpi of at least **250/ 300 ppi** (high resolution > low resolution)
- Be saved in any of these formats - **TIF, PSD, or JPEG** (unless specifically requested)

About Design

The Design department creates the digital pages that are eventually printed and distributed in physical, newspaper form. All finished articles, illustrations, and photos, as well as any design elements are arranged into a cohesive and visually consistent final product.

Contributing to Design

All it takes is an [email](#) briefly introducing yourself and the related experience that you have. Samples of your work are not necessary but are appreciated. You will be asked to come in for a couple hours on a weekend during production to lay out a couple of pages. Below is some information to give you an idea of what the process is like:

Tools: The Adobe Creative Suite, namely Indesign, Illustrator, and Photoshop are the most used tools in the office. If you are not confident working with these but are still interested in joining the team, feel free to drop by during the Design Editor's office hours or email the editor to work out a time to get acquainted with the software. We are happy to teach anyone who's interested in contributing.

Production: Production is the name we use to describe the process of creating the final digital pages of the newspaper. It involves design work, copy-editing, and overall quality checks. During the school year, production happens every weekend in the office and culminates in a final upload to the printers. As a contributor you would not have to worry about setting up or sticking around for the entire production process. You will simply be assigned a few pages to lay out. To keep a consistent visual identity, we have design guidelines that are used to keep text, section colours, rules, spacing, and various other things consistent throughout each issue. You'll

have access to the design guide when working on your pages. Special visuals, such as info graphics, are often created during production as well.

On top of the weekly papers, we produce one magazine per semester and a Student Handbook during the summer. Production for these is similar but differs in the fact that these issues are based around a theme. The design guidelines of a normal issue are not followed, though we do come up with guidelines tailored to the theme. Examples of magazines can be found [here](#).

ILLUSTRATION

About Illustration

Illustrations are stories told in pictures. At *The Varsity*, illustrations are an important part of the visual communication, which works with written words. The illustration team provides students with the opportunities to nurture their creativity and artistic ability. By contributing to the illustrations, you can learn new skills, enhance your portfolios, balance school life, make friends...and much more!

Contributing to Illustration

Format: The images need to:

- Be around **2200-2500 pixels** (9-10 inches)
- Have a dpi of at least **250/ 300 ppi** (high resolution > low resolution)
- Be saved in any of these formats **-TIF, PSD, AI or JPEG** (unless specifically requested)

Style: Whether your preferred medium is watercolour, marker, CG, pastel, or even scratchboard, there is a place for you here at the illustration team. One of the most important features of any illustration is to communicate the concept clearly. The choice of media is to help you achieve this goal. We encourage our illustrators to explore new media and styles so we can continue developing our artistic abilities.

Illustrating for different sections: Articles in the news section must be an impartial explanation of facts, whereas articles in the comment section will offer an opinion. In the other sections, some article may be impartial and some opinionated. Illustrations must suit the type of article they are accompanying. For example: illustrations for a news article must not suggest one interpretation of the facts, since that would compromise the objectivity of our reporting. On the other hand, illustrations for an opinion

article should help the author to make their case.

Make sure you understand what kind of article you are illustrating for and that your illustration is either impartial or opinionated, where appropriate. This is a delicate distinction, so feel free to ask the editor for guidance.

Commissions: The illustration commissions are sent out via mass email to all the illustrators on the list. Since we want to offer all the choices to everybody they are given on a first-come-first-serve basis. You will be asked to reply to the original email with a list of your preference, and then you will be assigned to the first available one on the list. If you'd like to be on the email list for illustrations, please email the editor.

Deadline: Illustration commissions for the current week should be sent to you either Monday night or Tuesday morning, and all illustrations are due Friday night.

Here is a simple summary of the process:

Monday/Tuesday: commissions sent out to all illustrators ---> illustrators reply with preference list ---> editor confirms assignment ---> Friday: illustration due

Newspaper and Magazines

Each semester we publish a [magazine](#) and the illustrations for these issues are individually assigned. You will usually have two weeks to create a magazine illustration. At the end of the first week, you will be showing me a draft of your illustration so we can discuss any possible changes, and by the end of the second week the illustration should be ready for submission.

ILLUSTRATION

Online Content

Due to our newspaper formatting, sometimes a coloured illustration will be printed as black and white. Unfortunately we cannot predict which ones will be in full colour before editing the issue. All illustrations posted online should be in colour, if they were submitted as such.

Office Hours

Every week I will have [office hours](#) between, the times are listed here[link]. If you have time between classes or want to find a space for some quiet drawing, feel free to stop by and share a snack with me (seriously, I'd be lonely if you don't).

Facebook Group

I have created a Facebook group called "[Varsity Illustrators](#)". Even if you have never illustrated for *The Varsity* before, as long as you are interested in art and want to meet like-minded students, you are welcome to join. I hope that by being part of this group, we can talk about art, exchange techniques, share tutorials, make new friends and just have fun!

About Video

Newspapers everywhere are transforming into new multimedia experiences, and *The Varsity* is no exception. The Video department was formed two short years ago and it has been and is expanding rapidly. Video at *The Varsity* consists of content related mainly to the university, but also includes some local Toronto happenings. This year, we intend to increase the presence of video content on *The Varsity's* website, to build and attract a wider audience, and to explore the possibilities of the medium. Videography at *The Varsity* encourages innovation, creativity, and the sharing of high quality content. We welcome content creators interested in this form of communication to contribute their ideas and work to this publication.

Content: The video department produces several types of content:

1. Promotional work includes general promotion for the paper, to encourage new contributors, and to promote upcoming articles, features, or issues.
2. Combination work means working with other section editors and writers to add a video component to their articles.
3. Stand-Alone work refers to video work, which is neither promotional or combinational, there is a lot of room for creative freedom and expression in this aspect of video content.
4. Video series are already present on the Varsity Broadcast and can be seen online; they include: Varsity Vignettes, Varsity Backstory, and Varsity Streeters among others. We intend to continue working on those present as well as developing new series and expanding the range of content produced.

Contributing to Video

Joining the contributors list: If you have interest in contributing to video at *The Varsity*, it's as easy as sending an email! Just email video@thevarsity.ca with a short description of you and your interests concerning what type of work you would like to do. You will then be added to a contributors list where you will receive updates about what content is upcoming.

Pitches:

1. Claiming a pitch: Pitch emails will be sent out at regular intervals (monthly or bi-weekly) with some possible video ideas to be carried out that week or over the next few weeks. If any of them interest you simply reply stating so and the editor will get in further contact with you to discuss it. Time sensitive content will have more structured and stricter deadlines. Deadlines for creative projects may be less strict.
2. Pitching an original idea: If there is ever an idea that you think would be great for video at *The Varsity* be sure to pitch it to the editor by sending an email to video@thevarsity.com with a description of what the idea is.

Research: If the content you are planning on filming requires research and/or contact with various outside parties, any emails or contact must be run by the Video Editor and be kept formal and professional to maintain the standards of *The Varsity*. It is important not to make commitments to any outside parties without assuring that the content is appropriate for *The Varsity* and getting approval from the editor.

Filming: *The Varsity* uses Digital SLR cameras. It's great if contributors own their own camera and have experience shooting video with it. However,

the department is learning environment and we are looking for anyone with interest in video —experience can be built!

Editing: All editing should be done in the video office at the Varsity office. Collective editing is highly encouraged! Contributors should work with the editor, as well as with each other to exchange opinions and produce the best possible product. The more eyes the better! We use Final Cut ProX for editing videos, prior experience with the program is a plus, but working with the editor will allow you to learn how to use it even if you haven't before!

Publishing: All video content is published and uploaded to *The Varsity's* Vimeo page. From there it is put onto our website for our readers and viewers to see!

Contacting Video

If you would like to contribute or get involved with the video department at *The Varsity*, or if you have any questions about the contents of this handbook, email video@thevarsity.ca