



# Manual of Style and Conduct

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# Introduction

The Reckoner is the official student-owned and student-run publication organization of the Marc Garneau Collegiate Institute in Toronto, Ontario. During the school year, The Reckoner publishes regularly on its website: [thereckoner.ca](http://thereckoner.ca). In addition to the website, The Reckoner produces five printed or digital newspapers per year, which are distributed to the school and surrounding community. The organization is comprised entirely of dedicated student volunteers.

## MISSION

The Reckoner strives to unify the Marc Garneau CI community by establishing a central medium of communication for students and staff. It advocates for the student voice and student interests in issues within and outside of the school. It serves to enrich school culture and increase school spirit. Finally, it provides students with an avenue to pursue excellence in leadership, teamwork, language, design, and technical skills.

## HISTORY

In the summer of 2011, a series of events revealed the extent to which the voice of the student body was being ignored. The school faced severe overcrowding at the time, with the student population standing at approximately 140 percent of the school's intended capacity. Students, parents, and teachers had brought up this issue to the Toronto District School Board on several occasions, but to no avail.

In August of that year, a group of about two hundred students, parents, and teachers gathered in front of the

school board's offices in North York to protest the board's lack of action. The protest, despite receiving substantial local media coverage, was largely ignored by the board. Later that month, however, the parents and teachers of the protest brought forward a motion to the TDSB Board of Trustees to address the overcrowding by establishing a Program Area Review Team, which would develop and implement a long-term solution.

The board deferred and later denied the motion, and instead called for the creation of an Overcrowding Working Group to temporarily address the issue locally. Despite the participation of select students in the Working Group, the majority of students felt alienated from and were to a large extent kept unaware of the deliberations that would determine the future of their school.

The overlooking of the students' voices joined several other factors to reinforce the troubling stereotype that Marc Garneau CI was, in many ways, an "unhigh school". It seemed like people would walk in and out of the school for four years without ever feeling like part of a community. The founders of The Reckoner believed that the students of Marc Garneau deserved to be part of a community wherein the diversity of cultures does not act as an excuse to ignore the students. The Reckoner was created to foster this community.

The Reckoner takes its name from a song by the British rock band Radiohead.

Ms. Helen Brown of Marc Garneau's English department was the first staff mentor of The Reckoner. Her experience in and passion for the art of writing,

design, and free speech were invaluable to The Reckoner. We are very much indebted to Ms. Brown, who retired from teaching at the end of the Reckoner's First Guard.



Ms. Helen Brown

The Second Guard of The Reckoner in the 2012-2013 school year made significant advances in the paper's history, publishing Volume 1 of The Reckoner's print issue amongst a teachers' strike and a ban on extracurricular activities. The Second Guard vastly increased presence in the school and consolidated relationships with the administration as the voice of the students.

Since then, as one of the school's largest clubs, The Reckoner has experimented with numerous mediums and begun new initiatives. Starting from the Tenth Guard, The Reckoner was able to adapt to the restrictions imposed by the COVID-19 pandemic by moving to virtual print editions, but regularly distributed hundreds of print editions a year before this change. All in all, The Reckoner has strived for excellence within Marc Garneau's student body, and continues to do so today.

## RECOGNITIONS AND AFFILIATIONS

The Reckoner of MGCI was deeply honoured and humbled to gain a number of prestigious designations during its very First Guard.

In 2012, the Toronto Star awarded The Reckoner with the following awards from all the student publications in the province, in its annual High School Newspaper Awards ceremony:

- 1st place, Electronic Newspaper
- 1st place, Layout and Design
- 1st place, Editorial Writing
- 1st place, Best Critical Writing
- Runner-up, Humour Writing
- Runner-up, Editorial Cartoon

Though The Reckoner continued its operations throughout the 2012-2013 school year, many high school newspapers were shut down during that year due to the ban on extracurricular activities. As a result, the Toronto Star High School Newspaper Awards were cancelled during The Reckoner's Second Guard.

The Awards returned, however, in The Reckoner's Third Guard, when the newspaper was again honoured with a number of awards, including:

- 1st place, Newspaper – Volunteer
- 1st place, Electronic Newspaper
- Runner-up, Electronic Layout & Design, Special Feature Page
- Runner-up, Humour
- Runner-up, Photography – Feature

- 1st place, Illustration
- 1st place, Editorial Cartoon
- 1st place, Editorial Writing
- 1st place, Critical Writing
- Runner-up, Feature Writing – Long
- Runner-up, Reporting
- 1st place, Sports Writing – Reporting

The Fourth Guard of The Reckoner once again returned to the Toronto High School Newspaper Awards in the 2014-2015 school year, and was awarded the following:

- 1st place, Electronic Newspaper
- Runner-up, Reporting
- 1st place, Feature Writing – Short
- 1st place, Critical Writing
- Runner-up, Critical Writing
- 1st place, Editorial Writing
- Runner-up, Editorial Writing
- 1st place, Opinion Writing
- 1st place, Editorial Cartoon
- 1st place, Illustration
- Runner-up, Layout & Design, Page
- Runner-up, Electronic Layout & Design, Special Feature Page

The following year, The Reckoner once again met with astounding success at the 2016 Toronto Star High School Newspaper Awards. The Fifth Guard received the following awards:

- 1st place, Newspaper, Over 15 Staff
- 1st place, Electronic Newspaper
- 1st place, Comics
- Runner-up, Reporting
- Runner-up, Editorial Writing
- 1st place, Opinion Writing
- Runner-up, Sports Photography
- 1st place, Sports
- Runner-up, Writing-Reporting
- 1st place, Layout & Design, Page
- 1st place, Electronic Layout & Design
- Brad Henderson Award

In 2017, The Reckoner's Sixth Guard received the following awards:

- 1st place, Editorial Cartoon
- Runner-up, Layout and Design, Page
- Runner-up, Electronic Newspaper, Layout and Design, Special Feature Page
- 1st place, Humour
- 1st place, Photography – News
- 1st place, Photography – Sports
- 1st place, Sports Writing – Feature
- 1st place, Critical Writing
- 1st place, Opinion Writing
- Runner-up, Editorial Writing
- Runner-up, Sports

Writing – Reporting

- 1st place, Electronic Layout and Design, Special Feature Page

The next year, in 2018 the paper's Seventh Guard once again received numerous awards in the competition:

- Runner-up, Reporting
- 1st place, Illustration
- Runner-up, Photography – Sports
- Runner-up, Layout & Design, Page
- 1st place, Electronic Layout & Design
- Runner-up, Electronic Layout & Design

Most recently, in 2019, the Reckoner's Eighth Guard had great success at the HSJA's, receiving the following awards:

- Runner-up, Editorial Writing
- Runner-up, Photography – News
- Runner-up, Layout and Design, Page
- Runner-up, Reporting
- Runner-up, Sports Writing – Feature

The Toronto Star High School Journalism Awards were postponed in 2020, 2021, and 2022 due to extenuating circumstances.

## Structure

### EXECUTIVE

The Reckoner's functions are divided

into eight boards: News, Life, Editorial, Photography, Illustrations, Outreach, Print Development, and Web Development. It is led by a nine-person executive team consisting of the Editor in Chief, the Deputy Editor in Chief and the managers of each of the respective boards, referred to as Board Managers. A Board Manager is categorized either as a Content Manager, Outreach Manager, or Director of Development.

### EDITOR IN CHIEF (EIC)

The EIC of The Reckoner is the official leader of the organization. It is their job to ensure and oversee the proper execution, design, and functioning of the newspaper and website. They maintain the highest authority with respect to editing and managerial decisions. The EIC acts as the liaison between school administration and The Reckoner's staff. The EIC is also responsible for orchestrating regular meetings held to promote collaboration between the paper's staff.

### DEPUTY EDITOR IN CHIEF (DEIC)

The DEIC is responsible for assisting the EIC in all the roles listed above when needed. The Deputy officially assumes the second highest rank of the organization. The DEIC also serves a role on the executive (Content Manager, Outreach Manager, or Director of Development—see below).

The managerial duties of the board are the priority of the DEIC at all times, except when called to take responsibility for the organization as a whole. The DEIC assumes leadership of the organization when the EIC is on leave, and must perform the managerial duties of their board as well as the

responsibilities of the organization's leader.

In the scenario that the EIC must leave permanently, the DEIC takes on the position of EIC and selects any member of the board they were managing to become the new board manager. The new DEIC is selected by the outgoing EIC. See below for more information on Board Manager responsibilities.

### CONTENT MANAGER

A Content Manager is a staff member in charge of one of four content sections: News, Life, Editorial, and Media (see below).

The Content Managers are responsible for ensuring that their respective sections regularly publish up-to-date, quality content. They also act as the leaders of their sections. This includes assigning certain topics to writers, deciding on the general direction or focus for their section, providing writers with guidance and support, and keeping each writer involved and productive.

Further, managers are responsible for editing and publishing articles. They must make sure that content being published is error-proof and readable, while not concealing writers' voices or altering the content of their writing.

However, managers should also request additional information for articles as needed in order to provide a complete picture to readers. They should also provide feedback to writers and inform them when their articles are published.

### ILLUSTRATIONS & PHOTOGRAPHY MANAGERS

It is the role of the Illustrations and

Photography Managers to make sure that photographers and illustrators are assigned to take photos and make illustrations as needed for the content boards.

Any Board Manager or writer who requests the presence of a photographer, illustrator, or videographer contacts either the Illustrations or the Photography Manager, who dispatches a member of their respective boards.

### OUTREACH MANAGER

The Outreach Manager is responsible for managing The Reckoner's finances, print editions, and community/in-school interactions. This includes coordinating printing and raising money for The Reckoner through advertising deals, grants, sponsorships, and donations. They are also to coordinate the collection and distribution of the print from the printing presses to the school.

The Outreach Manager is responsible for ensuring that The Reckoner stays up to date with and relevant to the student body through social media, posters, announcements, or any other means.

### WEB MANAGER

The Web Manager is responsible for coordinating and managing The Reckoner's Web Development board. The aforementioned board primarily contributes to The Reckoner's website, [thereckoner.ca](http://thereckoner.ca). This includes web design, development of new features, regular maintenance, and troubleshooting of any unexpected technical issues that arise every year.

The board meets as needed, and all developers are expected to contribute to the continual improvement of the

website. In addition, the Web Manager is also on-call to handle any sudden security issues.

#### **DIRECTOR OF DEVELOPMENT**

The Director of Print Development is in charge of designing all print editions of The Reckoner and any promotional material requested by the Outreach Board.

The Director of Development is in charge of training new developers on their respective boards.

#### **STAFF WRITER**

The writers at The Reckoner are responsible for producing quality, up-to-date, and sincere content for the website and newspaper.

Writers are expected to submit all work on a timely basis. Content can include written pieces, visual art, photography, and anything else deemed suitable by Content Managers.

They can write (draw, etc.) on topics of their own accord, unless periodically instructed by a Content Manager to follow a specific topic.

Writers are designated as members of specific content sections, although they may on occasion publish pieces for sections they are not regular contributors to.

News reporters are often expected to write their articles on the same day as the event being covered.

A lack of timeliness due to bad planning or neglect disrupts the whole operation of the newspaper, and will result in prompt dismissal from the staff at the discretion of the EIC.

#### **PHOTOGRAPHER & ILLUSTRATOR**

Photographers and illustrators are staff members specifically designated to take photos or videos or produce illustrations for coverage of news events, editorials, or for other articles as assigned by Media Managers.

In addition to this, they may contribute photographs, videos, or illustrations as personal work to be edited and published by the Media Manager. All media must be uploaded to Wordpress in a timely manner so as not to delay the publication of any content.

#### **DEVELOPER**

Developers deal with the technical aspects of The Reckoner—they are responsible for the continual improvement (including design updates), maintenance, and troubleshooting of The Reckoner's various digital services. The most prominent of those is the website, [thereckoner.ca](http://thereckoner.ca).

#### **SPORTS CORRESPONDENT**

The sports correspondents will be responsible for keeping up to date with all athletic activities going on in the school.

This includes information on tryout dates and forms, competitions, and competition results. This information will be posted on the sports update page. 1-2 sports correspondents are selected by the News Manager from the members of the News Board.

#### **SIGNIFICANT DIGITS COLUMNIST**

The Significant Digits columnists are responsible for writing short updates for several world events each week. The items covered by the column attempt to

stay away from events in mainstream media due to redundancy, and emphasis is placed on making each feature as succinct as possible.

Four Significant Digits columnists are selected by the Editorial Manager from the members of the Editorial Board, and each columnist must write one feature per month.

#### TEACHER FEATURE COLUMNIST

Teacher Feature is a column introduced during the Fourth Guard that presents an insightful perspective of a chosen staff member of Marc Garneau CI through a question-and-answer format.

Each month, teachers are chosen based on varying criteria. The interviews are published online, and either the full or an abridged version is included in the print edition.

#### ASK THE RECKONER

The staff member in charge of Ask The Reckoner is decided by the Editorial Manager out of the members of the Editorial Board. They must respond to questions posed on the webpage within three days.

## Employment

#### APPLICATIONS

Any current student of Marc Garneau CI is eligible to join The Reckoner. Applications occur twice per school year.

The first application begins in mid-September and closes in late-September.

The second application begins in mid-January and closes in early-February.

Applications are reviewed by the Board Managers, who then decide on the staff for their respective Boards. Applicants that have been chosen by the executive are only eligible for becoming provisionary staff once they have signed a contract verifying that they agree to the terms in the Manual of Style and Conduct. This is to be done at the first board meeting of each year in early-October.

A second meeting for new staff only is held at the start of the second semester, where new members sign the contract. All applications are reviewed using a rubric process, which is personalized based on each boards' unique requirements.

#### TRAINING

In the two weeks after staff are accepted, they will be trained by board managers. This will include a full-staff meeting, as well as board-specific meetings, in order to familiarize staff with the expectations of their board.

Each board manager will regularly hold workshop sessions that can be combined with the board's meetings. Each workshop will cover a different topic that is decided by the Board Manager.

#### SELECTION OF EXECUTIVES

##### EDITOR IN CHIEF

In early May of every year, the Editor in Chief for the upcoming Guard is elected via secret preferential ballot of all official members of the current Guard.

In a preferential ballot, the voter lists all candidates in order of their preference.

It is the responsibility of the outgoing Editor in Chief to organize this election.

Those who have been a Board Manager for at least one Reckoner Guard are eligible to run as Editor in Chief, and must inform the current Editor in Chief if they choose to run.

Campaigning for this election is not allowed and may result in ineligibility at the discretion of the outgoing Editor in Chief. However, before the election takes place, candidates are required to deliver a three-minute speech to all staff members expressing their experiences with the paper, their potential plans for the next year, and why they want to be Editor in Chief.

Candidates are not permitted to have aids while speaking. This election is based on merit and competency shown throughout one's year as a Board Manager or staff member.

#### **DEPUTY EDITOR IN CHIEF**

The Deputy Editor in Chief position is assigned to the staff member who ran in the Editor in Chief elections and gained the second-greatest number of votes. In a one party election, the Editor in Chief will select one of the incoming board managers.

#### **EXECUTIVE**

In March of every year, Board Managers put out applications to members of their board for apprenticeship positions.

Each manager must select 1-2 apprentices who will take on the role of Board Manager until early May. During the week of the EIC elections, the Board Managers must nominate one apprentice to be the next Board Manager based on their performance during the apprenticeship period.

In the case that no one from a board

applies to be an apprentice, applications may be opened to the rest of the school and the position is assigned to the applicant with the most experience.

The Board Managers are appointed on the joint decision of the incoming and outgoing Editors in Chief, and on the advice of outgoing managers, based on a list of staff members who have indicated interest for the respective positions.

Board Managers must also reapply, and do not keep their position. In case of a disagreement, the decision of the incoming Editor in Chief prevails.

#### **EMPLOYEE CONDUCT**

If a staff member is not following the guidelines set out by their manager, their manager must bring the issue to the attention of the Editor in Chief, who will speak to the staff member in question.

After one warning, the staff member may be dismissed at the decision of their board manager with the approval of the EIC.

If any executive member, including the EIC is not performing their duties, any executive member may call a vote. If there is a unanimous vote to remove the member, they will be removed.

If the EIC is voted out, they will be replaced by the DEIC. If the DEIC is voted out, the EIC may select another DEIC out of the other executive members. If any board manager is voted out, the EIC chooses another member of the board who has been an apprentice. If there are no apprentices, then the EIC may select another member through an application process.

*Voting anyone out is the most extreme measure and all consequences must be*

*considered before proceeding down this route.*

## Content

### NEWS

Articles in the News section are meant to update Marc Garneau students on current events inside and sometimes outside the school. News articles should generally be relevant to the student body and should primarily consist of facts.

They must include one or more photos of the events they cover as well as quotations from individuals participating in or organizing the events. News articles must always be written in the third person.

### LIFE

Articles in the Life section are meant to interest and enrich Marc Garneau students with writing and works of art. Reckoner staff members can contribute more personal work for this section, including creative writing, original music, personal reflections, and visual art.

In addition, the Life section includes reviews of shows, movies, albums, and other media or events. However, articles in the Life section are not restricted to these examples.

### EDITORIAL

Articles in the Editorial section are meant to give either The Reckoner's collective opinion or a writer's personal opinion on issues relevant to the school and student community.

They are meant to represent the

voice of the students uncensored by administration, staff, or other community members.

### PHOTOGRAPHY

Pictures taken for The Reckoner should either be a specific picture of an event or of people involved in the event. At least one picture should be distinguished as the feature picture.

All pictures should be original; in the instances wherein original pictures cannot be used, pictures taken from other sources must be credited in the caption. Further, the use of all media (including pictures) not belonging to The Reckoner should be restricted to thumbnail use on the website only.

When uploading pictures to the website, photographers should insert captions. Photographs or photo-essays may also be submitted to be published in the photography column as artistic works, even if not related to any content pieces.

## Guest Content

### LIFE SUBMISSIONS

Because The Reckoner aims to represent the culture of the entire school, students who wish to contribute Life pieces (writing, artwork, or other content) may do so at any point in time by sending their piece to the Editor in Chief's email. The piece may be edited and published online or in print at the discretion of the Life Manager.

### EDITORIAL SUBMISSIONS

As The Reckoner aims to connect the students of a diverse community, guest content for the Editorial section will be

accepted in order to provide a platform for the various opinions and viewpoints of students in the school.

Students may also wish to write letters to the Editor, which are articles concerning The Reckoner, written by readers. These may include, but are not restricted to, responses to editorials written by The Reckoner's staff and remarks upon other published articles. Guest editorials and letters to the Editor may be sent to the Editor in Chief's email.

### PHOTOGRAPHY SUBMISSIONS

Students from the school not employed by The Reckoner may submit photographs or photo-essays to be published online or in print.

### NEWS SUBMISSIONS

If non-staff students attend or witness an event not already covered by The Reckoner's staff that they would like to write a news article about, such articles can be submitted to the News Manager at any time.

These submissions can be written on the school's internal events or on external occurrences.

### PUBLICATION

Guest submissions may be published online or in the printed edition, at the decision of the appropriate manager and the approval of the Editor in Chief, although priority will be given to content submitted by staff members.

Such submissions will be credited appropriately and denoted as guest submissions. If a non-staff student is published regularly through guest articles, they may be invited to become an official staff member at the decision

of the appropriate board manager and the approval of the Editor in Chief.

## Style

Two themes that will inevitably recur in the description of the writing towards a high school audience are relevance and accessibility.

All topics of content, syntax, diction, and flow are centred about these two goals. The students of the school have easy online access to the very best professional news-reporting syndications around the world, and so the role of worldwide news reporting is beyond the scope of The Reckoner. Rather, we present all of our content, school-related or otherwise, in a manner that is specifically relevant to the MGCI audience.

### NEWS

News articles give detailed accounts of events in the MGCI community. When reporting news, obtain a point-of view that is interesting to our demographic.

News articles must be written in past tense and in third person.

Try to find the answers to these five key questions:

- What exactly has happened?
- Why has this happened?
- How does this affect the lives of the MGCI community?
- Who can I interview in order to get more detailed information or a new perspective?
- How can I make use of text,

pictures, video, and other media to give readers the best understanding of what happened?

A note on interviews: do not be hesitant to approach people to get a deeper understanding of your story.

The Reckoner's news reporters are dedicated journalists. They will do everything they can to get the full details for their readers.

Always remember to ask for the interviewee's full name when conducting an interview.

### LIFE

When contributing for the life section, keep your audience in mind, but do not let go of your voice.

This is the most flexible section of the whole publication. Express yourself. Talk about what interests you. Explain yourself when necessary, but don't be afraid to add stylistic elements to your writing.

One possible life article is a critical writing piece. You can review things such as performances, albums, or films. When writing reviews, make sure to explain to your audience why what you are talking about is important to its respective industry or culture. Another possible article can be a creative writing piece, poem, or short story.

Creative writing aims to push the boundaries of what can be communicated through text. Do whatever it takes to get your message across, but do not be ambiguous for the sake of appearing sophisticated.

It might feel like you are deliberately transcending the convention of prose,

but in reality you are losing the interest and respect of your readers.

You should also choose your topics carefully and thoughtfully. In particular, approach the subjects of love and personal experiences with caution. Pieces concerning these topics should be specific and original.

Feature photography and photo-essays are great ideas for life pieces, and are thoroughly encouraged at The Reckoner. We can publish pictures in-line or as slideshows on the request of the photographer. See the section on embedding for more information.

Original artwork always makes for great content. Editorial cartoons about school life were made popular in the First Guard by Yancheng Lu. The digital artwork and paintings of Ananna Rafa and Susie Liu in The Reckoner's Second Guard were also consistently well received.

It is important to note that Life articles are in no way limited to these items, and that staff should feel free to produce pieces outside of these examples.

### EDITORIAL

In an editorial piece, you are expressing an opinion.

Be direct and do not use conditional language or passive voice. E.g. The school's reputation would then be jeopardized by the decision. The decision jeopardized the school's reputation.

The first thing you should do is to explain important concepts in an accessible way. Don't assume that your readers are experts on your topic. Then, make your points in a coherent,

persuasive manner. If your editorial is addressing a problem, find out exactly what went wrong. Be very careful not to blame the wrong people.

When addressing the shortcomings of people or organizations, do so in a respectful manner.

Unless the problem is a result of clear neglect, be sure to criticize the decision and not the people responsible for it. Finally, if applicable, discuss possible alternatives or solutions or acknowledge the lack thereof.

Additional, in-depth discussion of Editorial article stylistics may be found in the Editorial Manual of Style and Guidelines, which is available in the Literature section of The Reckoner's website.

#### **ADVICE**

The management of Ask The Reckoner falls under the responsibility of the Editorial Board.

Advice questions should always be tackled from a neutral standpoint. Answer the question honestly, but remain sensitive to the topic. Suggest logical solutions when the question is of a serious nature, although liberties may be taken when the question allows it.

Whenever possible, directly address the person that asked the question, and cater to their specific scenario.

The following format is used for replies to advice questions.

- The title of the draft is to be the original question, with relevant editing (i.e. grammar fixes).
- If the question is too long, a

paraphrased shortened version is acceptable. In this case, the full original question should be placed at the top of the reply.

- The author is to be anonymous. Credit will be assigned to Ask The Reckoner, prior to publishing.
- Replies should ideally be less than 150 words, and should rarely, if ever, exceed 200. Go for succinct and direct answers.

#### **GRAMMAR**

##### *ACRONYMS*

Spell an acronym out in full on its first reference.

If the acronym is well known, use it on the second reference and as desired beyond that. An exception to this rule is the acronym "TOPS", which should never be spelled out in full.

When writing out acronyms, do not place periods between the letters.

##### *ATTRIBUTION*

Use "said" almost all the time. Be aware that terms like "explained" or "noted" imply that the information is correct.

##### *ATTRIBUTING OPINION*

When speaking about a person's opinion, do not say "he thinks" or "she believes". This places your voice as that of an omniscient narrator. Instead use "said she believes" and "said he thinks"

##### *CAPITALIZATION*

Capitalize official titles that appear before someone's name, but not those that appear afterwards. When in doubt, do not capitalize. When referring to a

student's grade level, use the following format:

- The Grade 9 student was angry.  
~~The grade nine student was angry.~~

### *SERIAL COMMA*

In a series of items, include a comma before the final term. This is also known as an Oxford comma.

### *DATES*

Do not use superscripts on dates or abbreviate months. Always write the day of the month before the month's name:

- 5 Novemeber  
Nov. 5th

Do not use "yesterday", "today", or "tomorrow", as these become incorrect after the day ends. If using these words 15 will add greatly to the article, the Content Manager should remember to change them to the exact date the next day. This is especially important for the print edition.

For dates within a one week period, use the day of the week as follows: if today is Thursday, the Monday that just passed is "this past Monday" and the Monday that is directly approaching is "this coming Monday".

For dates more than one week in the future or one week in the past, indicate the exact date.

Do not use "next" or "last" when referring to days of the week to avoid ambiguity between days in a one-week and a two-week radius.

### *TIMES*

When referring to the time of an event,

writers should specify the time based on their level of certainty.

If a writer is certain about the exact time of an event, that time may be used. Otherwise, times must round to the nearest quarter-hour and include a quantifier such as "around" or "at about".

Do not capitalize or use periods for the ante meridiem and post meridiem acronyms. Examples:

- The event took place at 1:43 pm.
- The event took place around 1:15 pm.
- The event took place at about 1 pm.

### *NUMBERS*

Numerals are used for scientific or technical style. After three powers of ten, place a single space; never use commas within numerals. Examples:

- 2 000
- 54 126 973

In all other instances, numbers should be spelled out.

If numbers between one thousand and ten thousand that are not multiples of one thousand can be expressed in terms of hundreds, this is preferred. Example:

- About eleven hundred students showed up to yesterday's assembly.

### *EMPHASIS*

When attempting to emphasize a particular word, only italics (and never all-caps) may be used.

- Never use all-caps in a Reckoner article.  
~~NEVER use all-caps in a Reckoner article.~~

### *ITALICS AND QUOTATION MARKS*

Use italics only for book titles, album titles, and movie titles.

Use quotation marks for television shows, song titles, and short stories.

Use italics for the names of other news organizations, but not for the names of companies.

Capitalize the names of all organizations.

- The Toronto Star published an editorial criticizing Facebook’s privacy policies.  
~~The toronto star published an editorial criticizing “Facebook”’s privacy policies.~~

### *HYPHENS*

In most cases regarding hyphen use in words, consult a recent dictionary.

When in doubt about whether or not two words can be joined together, join them with a hyphen.

- The students won first-place titles at the track meet.  
~~The students received first-place titles at the track meet.~~

Always place punctuation within quotations.

### *APOSTROPHES*

When using an apostrophe to indicate possession, only omit the ‘s’ when the word ends with ‘s’.

- Ms. Speirs’ classes captivate her students’ minds.

~~Ms. Speirs’s classes captivate her students’ minds.~~

### *EMBEDDING*

#### *PICTURES*

Pictures can be placed in-line or in a slideshow. The width of the image should not exceed the width of the column of text.

Unless the image is being used for purely aesthetic or photographic appeal, it must contain a caption centred directly underneath.

If the image requires an attribution, the caption must end with “Courtesy of (the source)”. When crediting a staff photographer, the caption should end with “Photo: [photographer’s full name].”

On the website, the source name in the caption should be hyperlinked to the source’s webpage whenever possible.

Pictures may be aligned however the Board Manager and EIC see fit, with the goal of aesthetic balance and symmetry in mind.

#### *VIDEOS*

On the website, videos should be embedded directly rather than linked to whenever possible.

These need not be attributed as many embedded videos link to the original.

If this is not the case, use the same format as for pictures outlined above.

#### *LINKS*

When validating a reference, use a Roman numeral within square brackets.

On the website, this should link directly

to the source's URL.

On the newspaper, compile a list of links preceded by their respective square brackets at the end of the article. When linking to another website for more information, use an in-line hyperlink; never type out the whole URL on the website.

In the newspaper, type out the URL if the link is absolutely imperative to your article.

## Accessibility

### POSTERS

Posters should be posted around the school at the beginning of the school year to promote applications.

They should also be posted throughout the school year to encourage guest submissions and advice questions.

### INSTAGRAM

The Reckoner has an Instagram account that should be posted on at least once each week by the Outreach Board.

Posts can range from links to recent articles to artwork from the Life or Photography Boards.

### DISCORD

The Reckoner has a Discord server that should be used for board-wide announcements and events.

Membership of this Discord server should be restricted to official staff members, and this Discord server should be regularly updated and maintained.

## Collaboration

### MEETINGS

Board Managers must hold at least one meeting per month with their staff members, and at least one workshop meeting which may be considered as the monthly meeting.

The Editorial board should conduct weekly meetings to discuss its stance on various current issues.

In addition to the regular board meetings, The Reckoner holds a full-staff meeting at the beginning of each semester to introduce new members to the organization. Topics of discussion can include the MOSAC, using Wordpress, The Reckoner's goals and history, and general or board-specific writing tips.

Additional full staff meetings are necessary throughout the year for such events as the EIC election, but meetings may also be held for other purposes such as updating staff members on the organization's function through website analytics.

Whenever a full staff or board-specific meeting is called, all Reckoner staff members or members of the specific board are expected to attend.

### PEER FEEDBACK

Writers at The Reckoner are encouraged to share and comment on each other's work in a friendly and respectful manner.

In addition, Board Managers (as well as the Editor in Chief) are expected to provide regular feedback and tips for improvement to writers.

## EXECUTIVES

The Editor in Chief must organize several meetings per year which all executive members are expected to attend.

Executives will discuss undertakings of their board in the previous month and plans for the upcoming month.

## TEACHER FEEDBACK

The staff advisor for The Reckoner is encouraged to provide general feedback to the Editor in Chief when they deem necessary.

# Website

The following are instructions to Board Managers regarding publishing to the site.

## PROFILES

Make sure that the author's profile is complete.

Navigating to Users/Your Profile, each author should enter their biographical text and a square cropped photo.

The structure of the biography is "[Name] is a/the [position] at The Reckoner. [A few more sentences about the person.]"

## MANAGER'S EDITING

The manager will edit the content and fix up the formatting.

## FEATURED IMAGE

Each piece needs a featured image (which can be set on the right-hand sidebar).

## THE EXCERPT

Each piece needs an excerpt—the input field of which is activated from the “Screen Option” menu on the top-right. The excerpt serves different purposes for different boards.

For example, news pieces should be given an excerpt that clearly states the lead in the first sentence.

If possible, the reporter's name should be put at the end (or even omitted if length is becoming an issue).

For news, the excerpt is not a place to write a preamble but rather a place to give an abstract.

That said, the article should be presented as interestingly as possible as opposed to just giving a dry summary.

Life and editorial abstracts may be a little more creative, but not to the extent where they cause great discontinuity with other excerpts on the front page.

## CATEGORIES

The Board Manager selects “News”, “Life”, or “Editorial” as well as “Featured” as categories for the article. The main feature is called “Homepage”, but the manager should check with the Editor in Chief before making a piece the main feature.

## PUBLISHING RIGHTS

Board Managers should be the ones publishing pieces, but if for whatever reason they are unavailable to do so, managers may give the author permission to publish.

However, this permission must be documented in some way (email, chat, written). It cannot simply be verbal.

## Meta

The Reckoner Manual of Style and Conduct is the final and highest document for the organization's management.

All members of The Reckoner must sign that they have read and agree to the terms of the MOSAC at the beginning of each school year or when an individual joins the organization.

Any instruction issued by The Reckoner's management hereafter is null and void if it contradicts this manual.

It is the responsibility of future Editors in Chief and Deputy Editors in Chief to make sure that this manual is kept up to date.

New editions may be issued as deemed necessary, but any amendment will be brought to a majority vote amongst all executives.

This manual was first created by the founders of the organization and the leaders of the First Guard in the hopes that it will ensure the continuity of the tradition.

It is now up to the future Guards to bring the tradition of unity, integrity, and communication into the future.

