

How a story goes



October 18

1. "That story sounds like fun. I'd like to try it for the January issue!" Nancy Merchant says at the weekly *Homemaker* meeting. Then it's made official by an assignment sheet from the January issue editor.

2. Nancy's story is about trailer living, one of four in a series about campus housing that you'll find in this and the February issues. The staff discusses possible trailer-dwelling couples to interview and chooses Shirley and Wayne Steckelberg. Then they discuss possible story angles with the publisher, editor, managing editor, and four associate editors, all contributing ideas and suggestion. The business manager briefs the staff on the financial and advertising outlook for the month.

3. This weekly meeting is also used by the staff to contribute picture and story tips gathered from campus sources by them and their staff writers.



November 1

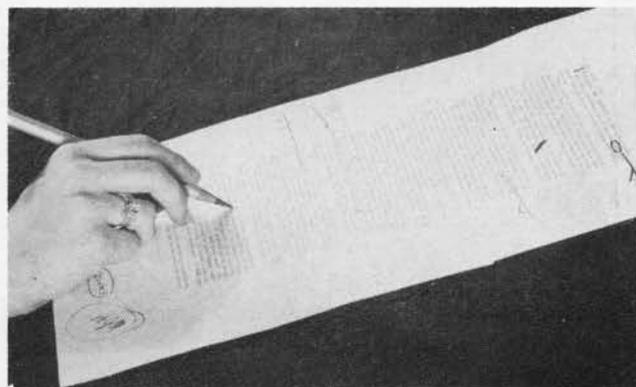
4. With story angle and lots of questions in mind, Nancy interviews Shirley and Wayne. Interviewing done, Nancy begins to write her story. The *Homemaker* staff is always working over a month-and-a-half ahead to get issues out the first week of each month. The January issue presents an additional problem. With Christmas vacation taking more than two weeks of the time usually spent on the magazine, it must be ready for printing before vacation.

5. About one week after story assignments are made, Nancy makes a progress report to the issue editor. A week later the first draft of her story is due. The editor and a number of other staff members go over the story, make suggestions and return the story to Nancy to polish her writing before the final draft is due.

November 6

6. With all the stories in, before re-writes begin, seven staff members read all the January stories and suggest specific changes in the copy. Stories are then given to one of the staff members who edits the story using the comments of the others as a guide.

7. In three days the stories are turned in again, and the publisher, editor and managing editor do final editing. The stories are sent to the printer and type setting begins. A rough layout dummy of the magazine is sent down to the printer at the same time. Photographs and drawings are sent to the engraver where "cuts" are made.



to press

By *Donna Danielson*
Applied Art Junior

December 6

8. White "galley" proofs return from typesetters and staff members work on proof reading. The proofs are returned to the shop for corrections as they are finished.

9. Layout work begins now. Yellow galley proofs are cut up and pasted on layout sheets as they will be placed in the magazine with spaces for pictures, headlines and cut lines included. The ad galley proofs, which the business staff has been working on, are also pasted in the "dummy."

December 13

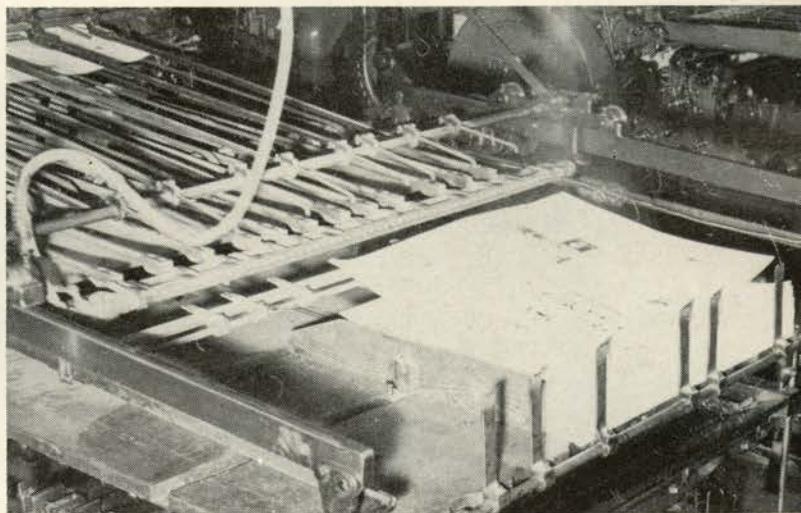
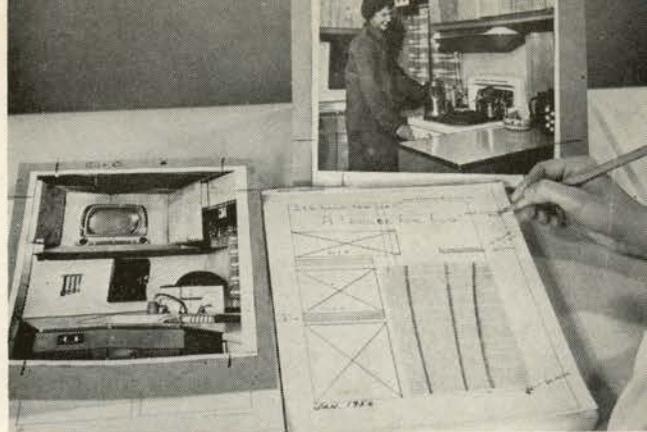
Seven days from the time the first copy is handed in, all layouts are finished and sent to the shop. Page proofs — white sheets of paper with the pages printed as they will appear in the magazine — come up for the shop and are corrected.

11. The magazine is sent to the backshop for printing. Usually it will be in the print shop and bindery for three or four days.

12. The first week of the month the January *Homemaker* is off the press. Copies are distributed among all womens' residences. As students read Nancy's story on trailer living, the Homemaker staff is already preparing for next month's issue.



JANUARY, 1956



This is what is known as a galley sheet. You'll learn about many terms like this as well as much more about the publication of a magazine if you attend the *Homemaker* Training School which will be held each Saturday from 1 to 2 p.m., beginning January 14 and lasting until February 6.

Those who attend the school can concentrate on the phase of magazine work in which they're most interested — editorial or business.

At the close of the training course, those who would like to work on the magazine apply for positions. The new staff, which begins work with the April issue, will be made up of these applicants.