

Guidelines for Editors

All recordings should be a minimum of 40 minutes duration. As we no longer produce cassette copies, there is no absolute upper limit, but you should generally aim for no more than 50 minutes.

Please provide your producer with a list of article titles, along with "last words" of news articles. Planning sheets (in Excel format) can be downloaded from the website.

It is strongly suggested that all editors contact their recording teams the day before the session to ensure that all readers are available, and that replacements are sought where necessary.

News Recordings

The news should contain a mixture of articles taken from the relevant local papers. Do not include articles from national newspapers.

Your introduction should include the sunrise and sunset times for the upcoming week. You should either introduce your team, or they should introduce themselves but don't do both!

Ideally each recording should include a mix of the following topics:

- Crime
- Local Politics
- Sport
- "Good News"
- Animal stories
- Local Interest (eg Schools, Scouts/Guides, Business fundraising)

Be prepared to edit long articles to give a broad coverage. For preference, each reader should normally have two articles to read on each board.

The main "front page" story should always be included. Our listeners have a broad range of interests, and the news we supply should aim to cover as many areas as possible. As a general rule of thumb, if an article is in the paper, we should try to include it in the recording.

Articles relating to events can form a grey area for many. As a simple rule to follow, if it appears in the news section of the printed paper, it should be in the news section of the recording, however information in the Whats On or Events section of the paper should be left for the Magazine.

Always try to have a set of spare articles in case your recording runs short -



it is better to have articles which are not used than to have insufficient articles.

For the Chester edition where obituaries are normally included these should not form part of your timing plan. All obituaries should be included from the paper giving the following details only:

- Name
- Date of death
- Age (if given)
- Funeral details when the service takes place after the Saturday
- Information about any donations.

Magazine Recordings

When introducing the magazine, please do not give the date as this will have already been given at the start of the news recording.

Magazine articles by their nature are longer than news articles, and more of a general interest nature.

Each week's magazine includes a 15 minute InfoSound recording, which should be accounted for in your timings.

Your magazine recording should include the following:

- Local interest items
- Birthdays, New Listeners and Donations
- Specific "Whats On" items for visually impaired listeners (eg Vision Support)
- General "Whats On" items (eg cinema/theatre listings, open day events)

When giving details of events, please try to cover events through to the end of the following weekend



All Recordings

A standard closing message is included on memory sticks following the magazine recording as the final track on the memory stick. This message will cover the following information:

- "We hope you have enjoyed..."
- "We welcome feedback..."
- Returning of pouches
- Thanking editors of local papers
- How to contact the Talking Newspaper

Please avoid duplicating any of this information in the introduction or closing of your recording.

Producers are asked to only include opening music for recordings, giving a better continuity between the News and Magazine sections of the memory stick.