WRITING AN ARTICLE OR HOTO

A COMPLETE GUIDE ON HOW TO WRITE AN ARTICLE OR HOTO

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<u>*(1) ARTICLES*</u>

Articles can be written about anything Key Club related!

Requirements:

Each Article should include:

       - Header with the writer's full name, division, full school name

       - A Title for you article

       - 300-400 words

       - A photo related to Key Club or the events/topics described in your article

Submitting Articles:

Each article has to be attached as a separate Word Doc in 1 email. This does not mean it has to be typed in Microsoft Word. Most people write their articles in google docs, then click file in the upper left hand corner > download > Microsoft Word (doc.x). You would then just attach those downloaded doc x files to the email.

When you are ready to submit, make sure you have the proper email subject line:

       Jenks High School Division 25 [current month] Articles

Submit your article via gmail to *lun.kim29@jenksms.com*

Article Example *Article Sample*

Due Date: Each Article is due on the last date of the month at 11:59 pm CDT. No exceptions.

       Ex: (Oct. 31 @11:59, Nov. 30 @11:59, Dec. 31 @11:59)

(2) HOTO (Humans Of Texas Oklahoma)

Requirements:

The submitted HOTO should include:

> - Content following the prompt: "How was your key club experience and what does key club mean to you?"
> - Header with writer's full name, division, full school name
> - HOTO as the title
> - 300-400 words
> - An image of the writer

Submitting a HOTO:

Submit your HOTO as a Word Doc. This does not mean it has to be typed in Microsoft Word. Most people write their HOTO in Google Docs, then click file in the upper left hand corner > download > Microsoft Word (doc.x). You would then just attach the downloaded doc x file to the email.

When you are ready to submit, make sure you have the proper email subject line:

> Jenks High School Division 25 [current month] HOTO

Submit your HOTO via gmail to *lun.kim29@jenksms.com*

HOTO Example *HOTO Sample*

Due Date: Each HOTO is due on the last date of the month at 11:59 pm CDT. No exceptions.
> Ex: (Oct. 31 @11:59, Nov. 30 @11:59, Dec. 31 @11:59)