There are two types of text in news stories: **bites** and **news copy**. Bites are portions of recorded interviews. News copy is written and voiced by an anchor or reporter.

There are two main types of scripts:

1. **Reader-Bites (aka: Cut-and-Copy)**: A story where the anchor reads all of the news copy and plays a pre-recorded sound bite from an interview.

2. **Wraps**: The anchor reads an intro to a reporter’s pre-recorded story. The reporter voices the story’s news copy and edits it together with interview bites and natural sound.

There are some slight differences in how these are scripted, but first we will review items that are the same for both reader-bites and wraps. All scripts are typed in Microsoft Word with one-inch side margins. Create a new document in Microsoft Word, set the margins, and type the “title line” across the top of the page.

**TITLE LINE**

Across the top of the first page your script on a single-line, enter your title info like this:

Date as mm/dd/yy   STORYSLUGmmdd   Your Name

*Here is an example of a story about the airport on May 24, 2007:*

05/24/07   AIRPORT0524   Jim Matheny

**SLUGS**

A story “slug” includes a word to describe the story in UPPERCASE followed by the 4-digit date the story was written. The date portion of the slug has the month and day. The date must be in 4-digit format, even for the first nine months of the year. For example January is 01, February 02, etc.

The entire slug and date combination **CANNOT exceed 13 characters** total and **CANNOT include spaces or special characters**.

*Again, here is the above example of a story slug about the airport written on May 24, 2007:*

AIRPORT0524

If there are multiple versions of your story or you have more than one bite, the date of the slug is followed by a lowercase letter, starting with the letter “a.”

*Here are story slugs for three different versions of the airport story written on May 24, 2007:*

AIRPORT0524a
AIRPORT0524b
AIRPORT0524c
**CUT LINES**

“Cut Lines” are the part of the script that provide information about the actual wave file. The info is “boxed in” with a horizontal line before and after the cut-line. The cut-line should have the sound bite’s slug name on the left, the total running time (TRT) in the center, and the out-cue (OC) or standard-out-cue (SOC) on the right. More on out-cues below.

*Here is an example of a Cut-Line for a Wrap that lasts 1 minute and 4 seconds:*

<table>
<thead>
<tr>
<th>AIRPORT0524</th>
<th>TRT</th>
<th>SOC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1:04</td>
<td></td>
</tr>
</tbody>
</table>

**OUT-CUES**

An out-cue is the final few words of a recording to let the board operator and anchor know when it is about to end.

**Wraps:** All wraps end with a “Standard Out-Cue” (SOC): “Reporter Name, KBIA news.” Therefore, the cut-line for wraps only needs the letters SOC on the right (see above example). You do not need to type, “Jim Matheny, KBIA News.”

**Reader-Bites:** the cut-line for the recording in a reader-bite includes an out-cue (OC) on the right side of the line with the final few words of the bite.

*Here is an example of a cut-line and out-cue for a reader-bite:*

<table>
<thead>
<tr>
<th>AIRPORT0524</th>
<th>TRT</th>
<th>OC:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>:12</td>
<td>“as short as ours.”</td>
</tr>
</tbody>
</table>

“Well, if we’re going to attract more business to the Columbia Regional Airport, then we’re going to need a bigger landing strip. The large planes just can’t land on a runway as short as ours.”

You’ll notice the bite in a Reader-Bite is transcribed beneath the cut-line. Continue for instructions on formatting text.

**NOTE:** Never end your Reader-Bite on a sound-bite. Always include at least one sentence of text after the bite to conclude the story.
FORMATTING TEXT

There are two types of text in news stories: **bites** and **news copy**. Bites are portions of recorded interviews. News copy is written and voiced by an anchor or reporter.

TEXT OF BITES

Bites are transcribed verbatim, single-spaced, and italicized in normal sentence-case. “Sentence-case” means the way you normally type by capitalizing the first letter of the first word in a sentence and names. The entire bite is a single paragraph. Bite example:

“Well, if we’re going to attract more business to the Columbia Regional Airport, then we’re going to need a bigger landing strip. The large planes just can’t land on a runway as short as the one in Columbia.”

If this bite was in a Reader-Bite, it would immediately follow the cut-line as shown on the previous page.

For bites in Wraps, the transcription is immediately followed by the name of the audio file used in the multi-track and the runtime in parenthesis. Here’s an example of a bite named AIRPORT2 that lasts 8 seconds in a Wrap:

“Well now the runway is only 6,500 feet. The larger planes need 8,000 feet to safely land at the Columbia airport.” AIRPORT2 (:08)

TEXT OF NEWS COPY

Anything read by a reporter or anchor is typed in “sentence-case” and double-spaced. Each sentence should be its own indented paragraph.

*Here is an example of three lines of news copy:*

An enterprising reporter for KBIA in Columbia wrote the first line of the script in the correct format.

The reporter also formatted the second line correctly.

The third line provided our enthralled listeners with a heightened state of regional news awareness.
SCRIPT EXAMPLES

Reader-Bite Script Template:

05/24/07 RBSLUG0524 Your Name

News copy read by the anchor or reporter is in normal sentence-case and lines are
double-spaced.

Each sentence is its own indented paragraph and page margins are one inch.

The next part leads into the bite and you script the cut-line with wave file info, run-time,
and bite transcribed.

The cut-line has the slug, the total run time labeled TRT, and the out-cue labeled OC with
the last few words of the bite in quotes.

<table>
<thead>
<tr>
<th>RBSLUG0524</th>
<th>TRT :12</th>
<th>OC: “after the cut-line.”</th>
</tr>
</thead>
</table>
| "Here the bite is transcribed verbatim, formatted in normal sentence-case, single-spaced, and italicized after the cut-line."

News copy script resumes here in normal sentence-case and double-spaced.

Then more informative and captivating news copy can go here to end the reader-bite.

A Wrap’s script will look the same as the reader-bite script, but will include an anchor
introduction and another cut line with the file name, TRT and SOC for the entire piece.

Again, SOC stands for “Standard Out-Cue.” KBIA’s SOC is “Reporter Name, KBIA News.”
Wrap Script Template:

<table>
<thead>
<tr>
<th>WRAPSLUG0524</th>
<th>TRT :60</th>
<th>SOC</th>
</tr>
</thead>
</table>

05/24/07 WRAPSLUG0524 Your Name

Anchor intro is formatted in sentence-case, lines double-spaced, and each sentence is its own indented paragraph.

The cut-line has the slug, run time, and the standard out cue.

WRAPSLUG0524 TRT :60 SOC

News copy voiced by the reporter is in sentence-case, double-spaced, one inch margins, and you’re about to hear from John Doe in Columbia.

"Here is a bite is transcribed verbatim, put in sentence-case, single-spaced, and italicized. After the bite you’ll notice the name of bite’s wave file followed by the bite’s length in parenthesis."

JOHNDOE1 (:12)

The wrap’s news copy continues here in normal sentence-case and each sentence is still typed as its own indented paragraph.

Then John Doe is going to say something else.

"Another bite verbatim, sentence-case, single-spaced, and italicized." JOHNDOE2 (:08)

Then the reporter says something incredibly memorable and written in active-voice.

Since we have high quality reporting at this station, our reports include interviews with multiple sources.

Next we will hear from John’s estranged wife, Jane.

"Here is a bite transcribed verbatim, put in sentence-case, single-spaced, and italicized as she lambastes her husband John Doe." JANEDOE1 (:13)

Then the standard out-cue is the reporter’s name and the station as you will see next.

Jim Matheny, KBIA News.
SAVING YOUR SCRIPTS

Save your script on the (N:) drive in your personal folder.

Name your script the same as your slug with date. For example, the name of the script for the airport story would be “AIRPORT0524”.

TURNING IN YOUR STORIES

If you are in Broadcast 1: Print two copies of your script. Place one printed copy in the “Newscast” file folder and the other in the “Broadcast 1 Stories” file folder.

All other reporters: Print one version of your script, and place it in the “Newscast” folder.

* Always have your script edited and approved before turning it in.

* Staple all background materials for the story to the copy that goes in the newscast folder. If the morning anchors have questions about the story’s facts, they need to know where you got your information (this is much better than calling you at 5:30 a.m. for clarification).

NOTE ON ANCHOR INTROS

Try to avoid concluding the anchor intro with “throw away lines.” Examples include “Name has more,” “Name has the story,” and “Name reports.” Instead, introduce the reporter in a final sentence that also conveys relevant information about the story topic.

Here’s a hypothetical example of an anchor intro that does not use a throw away line:

Congress approved a plan on Thursday that gives more than two million dollars to the Columbia Regional Airport.

KBIA’s Jim Matheny explains why Columbia officials think the money can expand a lot more than the airport’s runway.