Scripting for KOMU and KBIA

**Anchor intro:**

**ANCHOR INTRO**
The anchor intro is read by the anchor and introduces the story. It is single-spaced and includes pronouncers for any names used. The anchor intro should be the strong start to your story and should have an enticing ending in which the listener/viewer wants to stick around for your story. A correct pronouncer has the syllable with emphasis in all caps.
KBIA’s (reporter name)
KOMU 8’s (reporter name)
Ex: (KRAX-burr-gurr) or (doo-KUV-knee)

**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

**CUT LINES**
“Cut Lines” are the part of the script that provide information about the audio component. The info is “boxed in” with a horizontal line before and after the cut-line. (Use the border tool in Word to do this.) 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 story that lasts 1 minute and 4 seconds:*

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

**OUTCUES**
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.

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

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

**TEXT OF BITES**
A bite is a quote (or actuality) from a source and is 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.”

TEXT OF NEWS COPY
Anything read by a reporter or anchor is typed in “sentence-case” and double-spaced. Each thought 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. She kept sentences of the same topic grouped together.

When the topic or thought changed, she created a new paragraph.

STANDARD OUTCUE (SOC):
SOC stands for “Standard Out-Cue” and is said at the end of the story by the reporter. The out-cues for KBIA and KOMU are similar.
The out cue for a story done by one reporter:
“Reporter Name, KBIA News.”
“Reporter Name, KOMU 8 News, (location of last shot)”

The out cue for a story done by more than one reporter:
“With producers (Name 1) and (Name 2), Reporter Name, KBIA News.”
“With producers (Name 1) and (Name 2), Reporter Name, KOMU 8 News, (location of last shot)”

ANCHOR TAG
Voiced by the anchor, this sentence tells the viewer or listener about more content that can be found on the website. Or other interesting information. You must write the outro for your story.

Download the script template.