

# The Capital Times Belongs To You

## Answers To Readers Questions

**If I want to join the Capital Times staff, how much time will I have to allot?**

That's entirely up to you. You can be involved on a daily basis or be an occasional contributor. No one will pressure you to take on more than your schedule permits. The only thing we are strict about is our deadlines. Any staffer who accepts an assignment is expected to hand it in on time.



**What background or experience must I have to join the staff?**

Everyone is encouraged to join the Capital Times, irregardless of curriculum or level of experience. The newspaper is structured to be a fun, learning experience. In addition to, or instead of writing, you may want to help with typing, layout or the business end of the paper. If you are skeptical why not try joining and see if it meets your expectations.



**Can a reader comment on a campus issue without being a member of the staff?**

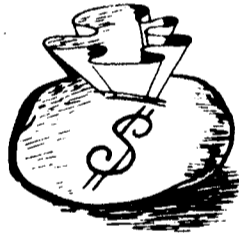
Members of the college community are encouraged to express their views in Letters to the Editor. All letters must be signed and include your home or campus address and phone number.

Letters can be placed in the Capital Times Comment Box located on the landing between the first floor and basement off the main lobby.



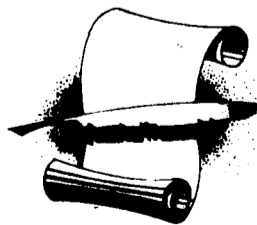
**What incentive do students have to submit copy?**

Each semester three "Excellence in Student Journalism Awards" will be presented to the top three submissions during the semester. The award will consist of a cash prize plus a certificate of achievement. All students, graduate and undergraduate, are eligible to enter. Staff membership is not mandatory.



**Can anybody submit an article, photo, or cartoon for publication?**

Ideally, everyone who writes for the newspaper should be on the staff. However, we recognize some people have neither the time nor inclination to join the paper. Therefore, we strongly encourage everyone at Penn State Harrisburg to submit copy for consideration. All articles must be typed and double spaced.

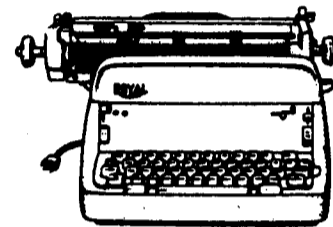


**Is advertising available to campus groups and individuals?**

Classified ads are provided free to the campus community. Just write it down and place in the Capital Times Comment Box.

Because the newspaper is partially supported through acquired advertising, we do charge for all other ads. However, we do give student organizations a break by offering a 25 percent discount.

A copy of the rates is available in the Capital Times office in W-129.



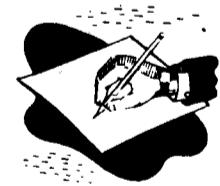
**How can I get an upcoming event announced in the newspaper?**

The best way to notify us of an upcoming campus or community event is in writing. Submit a press release to us prior to the deadline posted on the bulletin board in Room 212 or outside W-129.

Your release should include:

- \*\*\*A contact person and telephone number, in case we have questions.
- \*\*\*Names of people and/or organization involved.
- \*\*\*Date, time, and place of event.
- \*\*\*Purpose or objective of event.

Release can be turned in at the Capital Times Office in W-129 or placed in our mailbox in Room 212, Olmsted.



**Are photographs which appear in the newspaper available?**

Yes, 5x7 black and white prints can be ordered for \$2.50 each. Order and payment can be submitted in the Capital Times office in W-129 during posted office hours.

