

HIGH SCHOOL MAGAZINE

Tips for publishing a digital magazine for your school

CONSULT A TEACHER

Consult with an adviser, preferably one who is also an English or journalism teacher, for advice and support.

Your adviser can help with details that most students wouldn't be able to handle on their own, such as requesting funds for the magazine.



NAME OF MAGAZINE

Create a new name for the school magazine. Remember to make it catchy and pleasing to the eyes and ears.

Steer clear of names that may sound awkward or offensive to others.



SET UP A WORK ZONE

Set up a working space for managing the school magazine.

A computer lab or library is ideal for this task, as you will need access to computers.



ESTABLISH A TEAM

Assemble a staff of interested students to help create and edit the school magazine.

Have everyone understand their role and responsibilities as staff members of the magazine.



REASONABLE EXPECTATIONS

Start out small and avoid making fast growth a priority. Promote student body involvement in the magazine by asking for submissions to the magazine.

Make sure the editors screen and assess the submissions.



HOSTING AND DESIGN

If there is no graphic designer in the team, it is always best to contract a qualified designer to layout the magazine per guidelines set by the team.

Decide on which website to host your magazine. It could be the school website or a site for that purpose.

