

# Flood City Newspaper Glossary

**Article:** At a newspaper, an article is a piece of writing that is used to convey factual information about a topic to others. So a journalistic article tells a story, but it also must have concrete proof (like quotes from witnesses to an event, data from a survey, or other concrete facts) to support what the article is telling readers about. If an article doesn't have concrete proof, it might be classified as "opinion writing," or an "essay," but that is not the same as a news article.

**Beat:** A "beat" refers to the particular area that a journalist focuses on, almost like their job description. A reporter's beat might be "local news," "arts and entertainment," "crime," or many other areas. A reporter usually focuses on their beat, so that together, the whole paper ends up covering a bunch of different areas well.

- You can find examples of other beats at [Muck Rack's Beat List](#)

**Lede:** A lede (pronounced like "lead") is the opening sentence or paragraph of a news article, summarizing the most important aspects of the story.

- Your lede should be 1-3 sentences long.

**Letter from the Editor:** This is a letter written for the readers of a newspaper, magazine, or other media outlet. These letters should show the personality of the editor and address an issue that is important to the community of readers that the media outlet serves.

- Example:
  - [What's Going on Right Now at Teen Vogue, by Executive Editor Danielle Kwateng](#)

**Masthead:** The masthead is a listing of the staff of a magazine, newspaper, digital new website, or other journalistic. At very large national media outlets, the masthead might only list the leadership of the different sections of the outlet. At smaller outlets, everyone might be listed.

- Examples:
  - [The masthead of the New York Times](#)
  - [The masthead of the Atlanta Journal Constitution](#) (Notice this one is not specifically called a "masthead," but that's what it is. There are lots of ways to make sure readers know who makes their news!)

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**Newsroom:** The newsroom is a place at a newspaper, digital news site, or magazine's offices where the reporting staff from all different beats sit and do their research and writing to produce the articles for the news outlet.

**Outlet:** An outlet is a publication or broadcast program that provides news and feature stories to the public through various distribution channels. Media outlets include newspapers, magazines, radio, television, and the Internet.

**The Five Ws:** The Five Ws are questions whose answers are considered basic in information gathering or problem solving. A journalistic article can only be considered complete if it answers these questions starting with an interrogative word: Who, What, When, Where, Why. Each question should have a factual answer—facts necessary to include for a report to be considered complete. Importantly, none of these questions can be answered with a simple "yes" or "no".

Source: [https://en.wikipedia.org/wiki/Five\\_Ws](https://en.wikipedia.org/wiki/Five_Ws)