

How to Organize an Editorial

Each box represents a paragraph. Editorials should be about 1 1/4 to no more than about 1 1/3 pages in length. Six to eight paragraphs, depending upon the particular situation.

Contextualization of the situation.

Future event.

Future date. If **less than one week** from publication, use day of week (e.g. Tuesday). If **one week or more away**, use month and date (e.g. Jan. 15). Note that the only months that are abbreviated when used with a date are Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Also, do not say “The board will meet **on Monday.**” Omit “on.”



Stance (with a brief justification). **SUPPORT THE SIDE/POSITION FOR WHICH YOU HAVE THE GREATEST AMOUNT OF LOGICAL EVIDENCE.** Remember that you can go “outside” the prompt; that is, if you can think of a logical reason for your position that is not addressed in the prompt, you can add it.



Reason 1 for stance. Provide evidence.



Reason 2 for stance. Provide evidence.



Reason 3 for stance (if you have a third reason). Provide evidence.



Rebut the opposing side. Show why this position is wrong or weaker than the position you are arguing for.

AND/OR

If you can see a compromise that might reconcile the disparate views, then propose it—with reasoning to justify the compromise.



Repeat your stance—what should happen, who should take action—again with a brief “why.” Don’t use the exact same wording that you used in paragraph 2.