**Completed Articles are due Friday.**

**All submissions should be typed in 11 point Calibri.**

Please follow this format:

 Catchy Headline

 First and Last Name, Staff Writer

 Begin with a well-written lead to introduce your article. Your article should be typed in indented, multi- paragraph format.   When your submission is completed and edited, upload it to the correct LHS Talon SharePoint folder for final editor review.

* Open SharePoint
* Scroll down to and click on LHS Talon
* Click on Shared Documents
* Click on 2014-2015 LHS Talon
* Click on January 2015 Issue
* Click on your designated folder to upload
* Click on New Document
* Click Upload Existing File
* Click Browse to locate file
* Click OK
* Double-check if correct file was uploaded