**Press Release Requirements**

The requirements for the press release are listed below. The order I look at your documents are as follows: (1) format; (2) thesis; (3) outline; (4) content; (5) plagiarism; (6) sentence structure; and (7) grammar.

Format means:

Single spaced

Font size: Times New Roman, font size 12

Title, centered and not bolded

Line spacing: before – 0 inches; after: 0 inches; single spaced

One space between words and sentences

Outline means:

1 page maximum

Introduction – introduces press release

Body – specific details

Conclusion – take-home message (i.e., What should the reader get out of it after reading the introduction and conclusion?)