Local Journalism Initiative
Initiative de journalisme local

How to Use the LJI News Centre

https://lji-ijl.ca/

All articles produced by Local Journalism Initiative reporters will be published on the LJI News Centre (a.k.a. Newshub). News organizations may republish these articles at no cost, provided the content is credited properly (outlined below) and all the terms and conditions published on the LJI News Centre are met.

Logging in

If you are already an LJI contributor or editor, you will have been set up with an LJI News Centre account. You should have received an e-mail about setting a password. If you forget your password, you can reset it from the log-in screen.

If you need to create a new account, click the "Sign Up" button on the log-in screen.

New accounts are processed individually by the LJI Supervising Editor. Please allow up to 24 hours for processing. If you are having trouble, you can contact her directly: amy.logan@thecanadianpress.com.

Selecting content

The home page displays the four most recent stories from each province and territory. To see more from a region, click the "more news" button, which is to the right of the province/territory name.

There is one additional category, at the top, called Editors' Picks, which is just a way to feature some of the excellent content from across all provinces and territories. The same stories will also be found in their regional categories.

To return to the home screen at any point, click on the house-shaped icon at the top left of your screen.

The icon below the home button is "wire." There, you can browse all LJI content with the most recent articles at the top. You can also search by keyword at the top of the screen.

The last icon is your list of "saved/watched items." To add stories to this list, click the flaglike "save" button on the top right of your screen while you are in a story. It looks like this:

Downloading content

After clicking into a story, you can copy it, or download it.

To copy, click this button near the top right of your screen: You can now paste the text with meta data into your local CMS.

To download, click the next button:
You can choose from three text formats: Plain text, NewsMLG2, NITF.

To download any accompanying photos on a Windows computer:

- Right click over the image and select "Save image as…"
- Rename the photo in the format of: photo-name.jpg. It is important that you type ".jpg" into the new file name.
- Click save.
- Be sure to copy/paste the cutline and credit information from Newshub into your local CMS

If you are using a Mac, you will not need to rename the file. You can just "Save image as…" or directly "Save image to downloads."

Crediting the content

Articles must be attributed to the writer, the Local Journalism Initiative, and the writer's news outlet.

The writer's news outlet appears as the "source," to the left of the headline on screen, and under the byline when copying/downloading.

Our bylines are in the format of "Jane Somebody, Local Journalism Initiative reporter." If you are able to keep this format, we would ask that you include the writer's news outlet at the bottom of the story: "The North Bay Nugget."

The styling of the credits is not important. "Local Journalism Initiative reporter" could be styled as a beat. It could also be at the bottom of the story as a tail, followed by the outlet: "Local Journalism Initiative reporter, The North Bay Nugget."

You can lose the word "reporter" if necessary, but do not shorten Local Journalism Initiative into an acronym when crediting a story.

If you are trimming an LJI story and styling it as a small brief, you must still credit the Local Journalism Initiative and the writer's news outlet. For example, "Local Journalism Initiative/The North Bay Nugget." If the story has been heavily changed, please write "With files from the Local Journalism Initiative/The North Bay Nugget." Again, the styling is not important – the slashes could be commas or line breaks or something else.

For photo credits, please use them as they appear on Newshub. Typically, this will be the photographer's name, followed by their media outlet. For example, Jane Somebody/The North Bay Nugget.