



writer info packet

We're so excited that you're interested in writing for *The Groove*! If you've just discovered us and would like to first learn what we're all about, we encourage you to check out our [FAQ page](#). Otherwise, everything you need to know about getting involved, perks, writing tips, employment, and more is answered in this info packet. If you still have questions or need clarification on anything, feel free to email us at thegroove@berklee.edu.

What do contributing writers do?

We love receiving contributed articles, and you are more than welcome to do so at any time by emailing thegroove@berklee.edu. But Berklee students who are strong writers, reliable, and professional can be selected for inclusion in our contributing writer database. If chosen, the editor will send you occasional emails throughout the semester with a variety of press coverage opportunities requested by publicists and labels (i.e. show reviews, album reviews, interviews, opinion pieces, etc.), and will assign coverage on a first come, first served basis.

What are the perks that can come along with being a contributing writer?

- free concert tickets to review live shows
- press passes to events, conferences, and festivals
- interviews with artists, bands, and music industry professionals
- press copies of albums
- invitations to our private parties
- free Groove merch (sometimes months before we give it to anyone else!)
- opportunities to start learning “who’s who” in the music industry
- learn firsthand how press coverage in the music industry works via communication with the publicists, labels, etc.
- a great opportunity to build your writing skills (which are necessary for EVERY career path) by getting feedback from the editor on your work
- learn how to write professionally for an online publication
- published work looks very impressive in a portfolio for scholarships, jobs, internships, etc.
- a great résumé builder that shows you're involved on campus and a skilled writer
- should you decide to apply for a paid position with us, contributing writers have the

benefit of already knowing a lot about how *The Groove* works – and having published work on our site to show for it

How do I become a contributing writer?

To apply, there are just two things you need to submit:

- 1) **The contributing writer agreement**, which basically just asks that you be professional, reliable, and do your best work. You can either submit it online [here](#) or come to our info session held at the beginning of each semester to sign it in person.
- 2) **A writing sample**, emailed to thegroove@berklee.edu within seven days of submitting the contributing writer agreement. The purpose of the writing sample is to see what your writing style is like, get a sense of the type of articles you'd be writing for us, and check to make sure you've got the basics down (i.e. grammar, spelling, flow).

Both items *must* be submitted in order to be considered as a contributing writer. The sooner we get your signed agreement and writing sample, the sooner we can let you know of your status and, if all goes well, start sending you opportunities for coverage!

If I am accepted into the database, am I required to write articles for *The Groove*?

Although we hope you applied because you want to contribute, you are not under any obligation to write for us. Any coverage opportunities you receive will only be assigned to you if you make the request, and they are always assigned on a first-come, first-served basis (unless stated otherwise by the editor). We receive a very eclectic mix of press requests, so our writers typically find a nice handful of opportunities that interest them each semester, no matter what their tastes are. But of course, how much you choose to take on as a contributing writer is entirely up to you, your personal preferences, and your workload with school and other commitments.

Once I've been accepted into the contributing writer database, am I automatically included throughout my entire Berklee career?

You do not have to re-qualify each semester (if you can write, you can write!), but you *do* need to renew your contributing writer agreement at the beginning of each semester. This is to ensure that our database is accurate, consisting only of current Berklee students who still want to receive coverage opportunities.

I am currently in the contributing writer database, but I no longer want to receive the coverage opportunity emails. How can I be removed?

All you need to do is let us know via email, and we'll remove you from the database immediately – no questions asked, no hard feelings!

Will I be compensated if I write for *The Groove*?

While it's voluntary to be a contributing writer, being a *Groove* staff member is actually an on-campus job that eligible Berklee students can be hired for through Student Employment. Our staff typically consists of one editor-in-chief/webmaster, one promotional director, and two staff writers. ([Click here](#) to find out who our current staff members are!)

I want to apply for a job with *The Groove*. How can I be notified of open positions?

If you would like to be notified when paid positions open up, you *must* register with Student Employment, schedule an appointment with them, and specify that you would like to be notified of open positions with *The Berklee Groove*. If you are not registered with Student Employment at the time they send out a referral email for a job opening, there is unfortunately nothing we can do on our end to allow you to apply. (Note: We have a very small staff and cannot guarantee that we will be hiring during any given semester. However, at the very minimum, we do need to fill positions every time a *Groove* staff member graduates. So although we can't make any promises, there's a pretty decent chance that a position may open up at some point during your Berklee career.)

I have more questions about Student Employment and working for *The Groove*. Whom should I contact?

If you have any further questions regarding Student Employment, please contact the office directly at studentemployment@berklee.edu. If you have specific questions regarding employment as it relates to *The Groove*, please email Luke Sutherland at lsutherland1@berklee.edu. If you have any general questions about *The Groove* or contributing articles, you can email us at thegroove@berklee.edu.

Besides writing, are there other ways I can get involved with *The Groove*?

You bet! [Click here](#) and scroll down to the street team section to learn how you can gain experience in marketing, event facilitation, or if you have a special skill that could be mutually beneficial (i.e. photography or videography).

My question was not answered here. How can I contact *The Groove*?

Just email us at thegroove@berklee.edu and we'll get back to you as soon as we can!

writing tips

If you've read any articles on berkeleegroove.com, you've probably noticed that while we embrace a more conversational writing style, we also set high standards for grammar, spelling, and punctuation. We see a lot of the same basic writing mistakes over and over again in submitted work, so before you hit "send" on that article, please double-check to make sure you haven't done any of the following:

- Song titles should always be in quotation marks. Do not italicize them or do anything else to them – just put them in quotes. Album titles, book titles, and film titles should always be in italics.

Correct: "Yellow Submarine" is my favorite song on *Revolver*.

Incorrect: *Yellow Submarine* is my favorite song on "Revolver."

- Periods and commas always go inside end quotation marks. All other punctuation marks go outside unless it's part of the actual quote.

Correct: "This was a great show."

Incorrect: "This was a great show".

- Keep the tense consistent throughout the entire piece. We're not going to be too picky about which tense you use, but please choose one and do not switch back and forth.

Correct: The artist walked on stage. She sat down at the piano.

Incorrect: The artist walked on stage. She sits down at the piano.

- If something in your article is a title, use title case. Please note that this does not mean you capitalize every word in the title; only capitalize the first word, the last word, and all major words in between. Since different style guides can't seem to agree on the definition of a "major word," here's what we like to go by:

- Don't capitalize conjunctions, articles, or short prepositions
- Capitalize all words that are four letters or more
- Capitalize the first word after a colon or a dash in a title

Correct: "The Sound of Silence"

Incorrect: "The Sound Of Silence"

- Put only one space after punctuation at the end of a sentence. (The two-space rule was from the typewriter days when letters were monospaced. It's not used anymore.)

- We're not going to list common spelling errors here, but unfortunately we see them more often than we'd like. If you think there's even the slightest chance that you don't know when to use effect vs. affect, then vs. than, its vs. it's, etc., then we encourage you to [click here](#) for a cute little graphic that summarizes all of this for you.
- Finally, our number one tip: When in doubt, just Google it! There are countless websites out there that can explain all of this to you and more.