



# African Climate Reality Project

## TUTORIAL FOR CLIMATE REPORTERS

*Finding and sharing stories of climate change and solutions  
in African communities.*

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## WHY BECOME A CLIMATE REPORTER?

- ⇒ Do you like sharing stories of climate change?
- ⇒ Do you have time to look for and write about more stories?
- ⇒ Do you hang out on social media a lot?

The Climate Reporters form a collaborative online news platform that reports on stories of climate change and solutions across Africa.

Climate Reporters are people who are at the heart of events and who experience first-hand the reality of climate change.

Through this platform, the African Climate Reality Project (ACRP) gives a voice to citizens and climate activists in Africa to talk about the challenges and initiatives happening with regards to climate change in their community / region / country.

## WHICH STORIES CAN YOU SHARE?

### Editorial line

Although the stories reported by the Climate Reporters express the views of the authors in their private capacity and do not necessarily represent the views of the African Climate Reality Project, their publication will be guided by the following editorial line:

- The story talks about climate change: issues, challenges and/or solutions and initiatives.
- The story concerns facts and events currently happening in Africa, or relevant to the continent.
- The information provided and opinion(s) expressed are based on facts that are verified and true, rather than on hear-say and unverified sources. Avoid any information and statistics that you haven't been able to check.
- Information coming from external sources (statistics, quote, etc.) is properly referenced. Plagiarism is prohibited.
- The content is not offensive.
- The privacy of the individuals mentioned / quoted in the story is respected.
- The information provided and the quality of the language / image / video material are such that the story is understandable and publishable.
- Positive stories featuring actions taken to tackle climate change and illustrating efficient and relevant solutions will be appreciated.

The ACRP reserves the right to publish the stories sent by Climate Reporters based on compliance with this editorial line.

Should a story be deemed non-compliant, the ACRP may revert to the Climate Reporter to suggest amendments.

### A few tips on the content of your stories

- Make sure your stories answers the following questions: What? Where? When? Who? Why am I telling the story, why is it relevant?
- Use facts / events that are either recent or relevant to a current situation. Reporting on something that happened many years ago is not going to be interesting for the readership – and maybe not true anymore – unless it has a direct incidence / relevance today.
- Check, double-check your facts! Give references / links when possible.
- Keep your sentences short and clear (rule of thumb: 1 idea per sentence).
- Avoid using acronyms. Not everybody know what they mean.

- If your story comes as a video, make sure that it is self-explanatory: you can insert footages of yourself explaining what's happening and what is your opinion, or captions.

## FORMAT OF CLIMATE REPORTERS' STORIES

### Language

We accept stories in English and in French.

### Formats

You can share your stories in various formats:

- Text only
- Text with pictures
- Video only
- Text with video

The ACRP reserves the right to edit the material sent by Climate Reporters so as to ensure sufficient quality for publication.

### Guidelines

- **Texts**
  - Run a spell-check in the language of your story.
  - Send us your text in an editable format (Word, email, etc.). Avoid PDF or image format. This will allow us to run a spell-check and facilitate the formatting of the post on the various ACRP communication platforms (website, social media, etc).
- **Pictures**
  - Send us your pictures in an image format (ex: JPEG, PNG, GIF), with the highest resolution possible. Avoid PDF or pasting your pictures in a Word document. This will allow us to edit them as needed when publishing your story.
  - Give a title / caption to each picture.
  - Make sure you are not infringing any copyright / privacy rights on the images you are sharing with us.
  - Dismiss blurry, dark or overlit pictures.
- **Video footages**
  - Make sure you are not infringing any copyright / privacy rights on the footages you are sharing with us.
  - Film in landscape mode (horizontal) preferably.  
This allows your video to be viewed in full screen. A portrait mode video (vertical) will be squeezed when uploaded online.
  - Keep it stable.  
If you move too much, your footage will be jerky and may even be unusable. For the best footage, stand completely still while you are filming the scene you want to record. Use both your hands. You may want to move after a few seconds. If so, keep any movement as fluid as possible. If you do need to move to follow the action or get a new angle, move your entire body, not just your hands.
  - Pay attention to the lighting.  
If your footage isn't well-lit, it's difficult for viewers to see and understand what's going on. Be careful about filming in the dark or with very low lighting.

The best tip to make sure your video is well-lit is to film with the light source (be it the sun, a lamp or something else) behind you. This will allow the light to reflect on the people or objects that you want to film.

- Pay attention to the sound.  
Be wary of any noise that might interfere with your video, and prevent the viewer from understanding what people are saying (if relevant). Wind is a good example of a background sound that can spoil a video. And make sure that you are not blocking the microphone with your hand when recording.
- Vary your angles and images.  
This is important to give a complete view of that is happening at a scene. Vary your footage of a scene by shooting from as many different angles as possible. Include as many details of what is going on as you can.
- Keep it short.  
We recommend that your video doesn't exceed 2 min if you want people to watch it till the end.

## HOW TO SHARE YOUR STORIES?

Send the stories that you find interesting and important to [climate@trees.org.za](mailto:climate@trees.org.za), with "Climate Reporter" and the title of your story in the subject line.

If you want to send large videos, you may use [WeTransfer](#) (up to 2GB), post them online (Youtube, Vimeo, etc.) and share the link with us, or share them via [Dropbox](#) or Google Drive.

We'll get back to you if we have questions or suggestions.

## PUBLICATION OF YOUR STORIES

Once reviewed, edited if needed and validated as per the editorial line, your stories will be published on the ACRP website and digital platforms with you credited as the author.

## HELP US SHARE THEM!

Use social media (Facebook, Twitter, LinkedIn, Google+, etc.) to tout and share your stories once they are published.

Interact with us on social media to generate a stimulating conversation around the stories of climate change that you and other Climate Reporters have shared!

## Contact ACRP

African Climate Reality Project

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