

Sample 24 hours on the CQ Web Desk:

This is a reasonably accurate yet abridged explanation of what the CQ web producers do in a given day. Please note that the majority of the stories posted online are handled by web producers in terms of copy editing and coding for the Internet, including finding relevant source material for links, turning print graphics into pdfs to run online, etc.

5-8 a.m.: First web producer arrives. Copy edits and tweaks items for three different newsletters. This includes a straight copy edit of text as well as incorporating hot links to different publications, setting up the items on the web site, and prepping the newsletter version for e-mail distribution.

8-10: a.m.: That WP's next job is to click through every aspect of the web site and make sure all links are working, all headlines are accurate, all blurbs are clear and concise.

9 a.m.-1 p.m.: A second web producer arrives and the two share duties of copy editing and posting stories to the site and updating the blurbs highlighting the top news of the day.

1-3 p.m.: First web editor goes home, second editor works on compiling a midday newsletter of the morning's headlines. A third web editor comes on and starts compiling a labor-intensive calendar newsletter of the next day's events.

3-4 p.m.: Calendar newsletter is edited and sent, at least one WP attends the daily budget meeting.

4-6 p.m.: One WP keeps an eye on the overall news coverage – again, copy editing and posting stories -- while the other copy edits items for an afternoon health newsletter. This time is also used for special long-term projects such as issue packages developed in HTML or Flash.

6 p.m.-midnight: An overnight web producer comes on shift and is responsible for coordinating with the print copy desk to make sure that all the stories being done for the print publications are also posted online. Another nightly duty is to compile an updated version of the calendar for the print issue and to copy edit and post a final newsletter. The person on this shift is also an occasional late-night pinch hitter for editing and posting stories that break after print deadline when the print copy desk has gone home.