These days we hear a lot about “fake news.” But news is actually the opposite of fiction, false stories and gossip. Here’s how journalists report the news.

1. **Have an idea**
   - This is where a news story starts ... with an idea.

2. **Check it out**
   - Next our reporter needs to verify by interviewing, looking at documents, and researching.

3. **Write it**
   - The goal is to be accurate, fair and engaging.

4. **Time to edit!**
   - Next, an editor reviews, asks a lot of questions and usually makes some changes.

5. **Add a headline**
   - Our reporter may put a headline on her story, but an editor, a web manager, a copy editor — or all three — may tweak it.

6. **Add a photo**
   - No news story is complete without a photo, pie chart or some other visual image.

7. **Time to publish**
   - OK, the story has been fact checked, written in a balanced way, edited, has a fair headline and a compelling image. Finally, the news story is ready to publish.