

# Finding a Reporter's **Contact Info**

## CHEAT SHEET

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**Here's some places to look:**

- 1. Published with an Article** – check at the beginning or end of the article for details.
- 2. Search the Website**– look for an ‘About the Author’ page within the site; it’s often listed there.
- 3. Masthead, Our Team or About Us** – many website house their Reporters/Writers on a page together on the site, which includes their emails.
- 4. Personal Website or Blog** – some Reporters have a personal site which lists a ‘Contact’ page that includes an email or contact form.
- 5. Social Media Accounts** – Reporters sometimes list their email in the Bio blurb on their personal social media accounts.
- 6. Call the Main Number** – don’t be afraid to call the outlet and ask for an email.
- 7. Email Outlet’s Main Address** – send to general “main” address; put Reporter’s name in subject line.
- 8. Use Email Finding Tool** – several Chrome extensions or Apps are available for FREE to help determine a professional email address (download my USEFUL TOOLS list).