

The Migration News: People on the Move

Guidelines for Conducting Interview

Initial Process

- Research about the person or subject thoroughly.
- Go through the prior interviews of the subject (if available) so that repetition can be avoided.
- Brainstorm a List of 10 -15 Questions.
- Get them approved by the respective editors/ mentors.
- While interviewing, ask the person, how she/he would like to be refer as.
- Frame Precise and Clear questions.
- Do not ask two questions at the same time.
- Take time to ask for an explanation about things you don't understand.
- Avoid repetition of the question.
- Apart from framed questions, ask question from the interviewee's responses.
- Conduct your interview like a conversation.
- Record and take notes of the conversation (if the interviewee is comfortable and provide consent).
- Review Your Research, Interview Notes and Start writing.

Interview Writing Manual

- Write a catchy and impactful title.
- Provide subtitles which can grab the gist of the subject.
- The first paragraph should be a crisp introduction regarding the subject or person you are interviewing.
- Mention the name of the organization who is conducting the interview, Hyperlink the same.

For e.g. *in an interview to [The Migration News.....](#)*

- Capture the basic information of interviewer- Name, Designation or Qualification, Do not misspell the names.
- The flow of the content should be in Q&A format.
- Narrow Your Focus and write considering the aim of the interview.
- Identify important points of the conversation, highlight them while writing.
- Use quotes to make it more appealing and authentic.
- The word count for the interview should be around 1000-1200 words.
- For reference, you may read the prior articles at [The Migration News](#).
- Mention your name, Designation and Twitter ID at the end of the report.