## **Yearbook Spread Submission Checklist**

Turn this form, your signed planning form, and a paper copy of your spread to Mrs. Sorrell by the due date assigned to you by the Editor in Chief. Your complete InDesign file must all be saved on the Yearbook Network Drive.

Name:	Spread:	Page #s
Today's Date:	Due date:	
Files		
InDesign File Name:		
Photo Location(s):		
editors and not on my p	s menu and made sure that every photo is link ersonal computer or SD card. and saved in the spreads folder.	ked to a file that is accessible to Mrs. Sorrell and the
Photos		
All photos are clear and bright Photos have been adjusted in No feet, hands etc are cut off There are no heads smaller th There are no posed photos ot No photos face off of the page	her than headshots e east 2.5 times the size of other photos. The do tal photos	st display the action in the photo.  ominant photo shows action or reaction and helps
Notes regarding photos		
Captions are placed next to pl Photo credits are placed after	lumns. al. Spread uses levels of spacing as set by the notos with half a pica between photo and capti the caption and in italics. ot exceed 39 characters. Stories that require note. ast margins. wer have been split correctly. e set for the year.	ion.
Notes regarding design and layout		

Amy Sorrell, MJE The Archer Yearbook Antwerp Local School Antwerp, Ohio

Copy  All captions are 2-3 sentences long and state more than the obvious.  First sentence of all captions is in present tense.  Captions beginnings (participial, prepositional phrase, name/grade, adjective phrase, Adverb phrase, etc) are not repeated more than twice.  Second sentence is in past tense and gives information not visible in the photo; third sentence gives a relevant quote.  Stories are in past tense and third person.  Copy avoids opinion including adjectives that show opinion.  Copy is true and accurate and contains facts and focuses on this school year.  Modules have a headline and subheadline.  Subheadlines contain a subject and a verb and should directly relate to the story; words from headline are not repeated.  Subheadlines avoid the word "students"  Quotes are relevant to the story and photos. Quotes add to the understanding of the event and help tell the story of this year.  Story and most captions contain quotes.  Quotes and captions do not repeat information.  Spell check (Control-I) has been run on the entire spread.  There are no spelling, punctuation, or grammar errors  There are no errors in AP Style (Refer to AP Style Guide).  Attribution follows every quote. ("Quote," Smith said.)
Notes regarding copy
People
All names are spelled correctly (check the roster)
Students are identified by grade Teachers are identified by first and last name and their position. We do not use courtesy titles.
Administrators are identified by position (principal Jessie Arnold; superintendent Marty Miller.
Coaches are identified as Coach and then first and last name.
Athletes are identified by position if applicable.
Opponents are identified by position and first and last name.  After first identification in a story or caption, people (including adults) are then referred to by last name
only.)
I have intentionally used people who have not been in the yearbook yet.
I have tried not to use anyone who has been in the book five times already.
I have included multiple grades and genders.
I have not used the same person twice on the spread.  I checked the spread before mine to make sure I have not repeated anyone.
I checked the spread before filline to make sure i have not repeated anyone.
Notes regarding people
I have completed my spread to the best of my ability. I understand the rubric and how I will be graded. I checked that the information on my spread is accurate. I have lightened and color corrected photos but have made no other modifications to the photos. I have given credit to all of the photographers who contributed to my spread. I have ensured that all files are saved in a location accessible to Mrs. Sorrell and the editors. I have done my best to include a variety of people. I understand that upon receiving my graded spread back, I will have one week to make all of the corrections requested by Mrs. Sorrell and that I may have to make further corrections as requested by the Editor-in-Chief and Managing Editor.
Yearbook staff member signature

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