

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): _____

- _____ I have checked my Links menu and made sure that every photo is linked to a file that is accessible to Mrs. Sorrell and the editors and not on my personal computer or SD card.
_____ File is named correctly and saved in the spreads folder.

Photos

- _____ All photos on spread have been approved for use by an editor.
_____ All photos are clear and bright. All photos have been cropped/zoomed to best display the action in the photo.
_____ Photos have been adjusted in Photoshop in regards to lighting and color
_____ No feet, hands etc are cut off
_____ There are no heads smaller than a pencil eraser
_____ There are no posed photos other than headshots
_____ No photos face off of the page
_____ There is a dominant photo at least 2.5 times the size of other photos. The dominant photo shows action or reaction and helps tell the story of the spread.
_____ There are vertical and horizontal photos
_____ Chosen photos show variety in subject and composition.

Notes regarding photos

Design and Layout

- _____ Layout is built around grids/columns.
_____ Spacing is even and intentional. Spread uses levels of spacing as set by the editors.
_____ Captions are placed next to photos with half a pica between photo and caption.
_____ Photo credits are placed after the caption and in italics.
_____ Column width of text should not exceed 39 characters. Stories that require more space are in multiple columns.
_____ There is no trapped white space.
_____ Spread content does not go past margins.
_____ Photos that go across the gutter have been split correctly.
_____ Fonts and color follow the style set for the year.
_____ Folio has been completed correctly.

Notes regarding design and layout

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.

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