

Caption Checklist

For All Captions:

Check spelling of names

Include title for adults:

Coach Jason Williams

Mrs. Jaime Cream

Dr. Phil Brownridge, Principal

Be sure to include the grade

Check Spelling/Grammar

Only use third person (no I, me, we, us, you, etc)

Avoid phrases like "pictured above"

For Summary Captions:

Be sure to address: Who, What, Where, When, Why

Keep in **present tense**

For Expanded Captions

If you use a lead in/mini-headline (not required), be sure it is **present tense**

5w's and H should be in **present tense**

All other info is **past tense** (except the quote...keep the tense they use)

Check grammar around quote

Example:

"This caption show is amazing. I never knew there was so much to learn about captions. Our yearbook is going to be amazing," said John Smith (12th).

-Include quotation marks

-Comma at the end of the quote if attribution is at the end of the sentence (unless it is an exclamation or a question)

-Attribution is in past tense (said, exclaimed, explained, etc)