

YEARBOOK 101 COPY CHECKLIST

The following requirements are fulfilled for BODY COPY:

- Typed in 11 point font and Times New Roman
- Has been spell-checked (computer & human) and is free of grammatical/mechanics errors
- Written in past tense
- Written 3rd person
- Contains a minimum of three direct quotes
- Has an interesting lead-in (that ties in to the conclusion and is not a cliché)
- Captures a unique angle
- Does not editorialize
- Contains no reference to the school name/year/mascot
- Each student's name is in **bold**
- Every single name spelling has been checked against the student body master list
- Headlines & subheadings are typed into the template

The following requirements are fulfilled for the CAPTIONS:

- Typed in 9 point font and Times New Roman
- Has been spell-checked (computer & human) and is free of grammatical/mechanics errors
- 1st sentence of the caption is describing the action in present tense
- 1st sentence leads in with action (and not a name or cliché)
- 1st sentence names the person(s) in the photo
- 2nd sentence of the caption is in past tense and describes important information about the person, event, group, etc.
- 3rd sentence of the caption is in past tense and describes important information about the person, event, group, etc. OR is a direct quote which adds clarity to the photo subject
- Contains no reference to the school name/year/mascot
- Each student's name is in **bold**
- Every single name spelling has been checked against the student body master list

ATTENTION: By signing and submitting this COPY CHECKLIST, I hereby acknowledge that all copy is completely ready to be put on the page in the computer. If it is found to be incomplete in any way, I know that it will affect my Yearbook grade. It should not be signed until each element is completely accounted for.

STAFFER'S SIGNATURE _____ DATE _____

DO NOT WRITE BELOW-FOR ADVISER'S USE ONLY

DUE DATE _____ DATE RECEIVED _____ POINTS _____
COMMENTS _____