

WAIT, BEFORE YOU SUBMIT

VERIFY THESE IMPORTANT BOXES ARE CHECKED!

PHOTOGRAPHY

- ☐ Photos are high resolution (at least 250 dpi) and have strong visual contrast.
- ☐ Photos entirely fill the picture frames.
- ☐ Photos are cropped to effectively tell a story.
- ☐ No photos are stretched out of proportion.
- ☐ Action in photos points toward the center of the spread.
- ☐ Photos do not include inappropriate content, such as hand gestures.
- ☐ Photos stay within page margins or go intentionally past the bleed margin.

COPY

- ☐ No fake copy acting as placeholder text.
- ☐ All photos have captions. For group photos of six or less, list all members. Use ABCD method.
- ☐ Scoreboards on spreads are accurate.
- ☐ Story is written in past tense.
- ☐ Headline describes the topic in two to five words.

COVERAGE

- ☐ Different clubs & organizations are highlighted.
- ☐ Topics are covered using quotes, photos and individuals' stories.
- ☐ Coverage is diverse, featuring/showcasing a variety of grades, genders and ethnicities.

DESIGN

- ☐ Correct and consistent fonts and sizes are used on stories, headlines and captions.
- ☐ The spread includes an eyeline and dominant photo.
- ☐ Five to ten photos are used.
- ☐ Captions are next to the photos they describe.
- ☐ There is no unintentional trapped white space or trapped text.
- ☐ Backgrounds bleed off the pages unless a white frame is wanted around the edge.
- ☐ Nothing is trapped in the gutter, like faces in photos or text.
- ☐ Correct CMYK color values are used.

EDITS & SUBMISSION

- ☐ All work is accurate and double-checked.
- ☐ Spell check has been run on all stories, captions and headlines. All names are spelled correctly and grades of students are verified.
- ☐ Page numbers and folios are clear and correct.
- ☐ Bylines and photo credits are correct and placed on the spread.
- ☐ A high-resolution proof has been printed, checked and placed in production notebook.
- ☐ Photos and graphics are linked and packaged for final submission (InDesign).
- ☐ Photos and text are aligned to grid.
- ☐ Spread is marked for submission (Online Design) or prepped for final submission (InDesign with PDF submission).