# PAGE SUBMISSION CHECKLIST

As a staff member, you are expected to submit a page that is engaging, entertaining and excellent. It must meet the high standards our readers have come to expect. Before you submit your page, go through the checklist below, making sure you have completed all of the steps to ensure your page is truly complete. Failure to complete each step will result in a lowering of your grade for this deadline.

**CAPTIONS**
- Each caption starts with a different element (who, what, where, when, why, how...)
- Each caption starts with a complete sentence in present tense that describes the photo's action and identifies the people in the photo, as well as providing context the reader might not know (where, when, why, how). It contains a vivid verb. This sentence moves beyond the obvious and provides insight.
- Each caption has at least one more sentence in past tense. This sentence provides additional information the reader would not know just by looking at the picture (records broken, result of the play, background information about the event....). This sentence can be augmented with a third sentence that is a quote from someone in the picture, but the second sentence should not typically be a quotation.

**HEADLINE/TITLE**
- Headline is catchy and clever, and gives an idea what the page is about
- Headline avoids use of cliches or trite sayings
- Headline is original (check the last several years' books if you're not sure it's original)
- Headline avoids poor taste (kicking grass....)

**SUBHEAD**
- Subheadline contains an active verb and expresses a complete thought
- Subheadline does not contain the word students
- Subheadline does not end with a period
- Subheadline fills the allotted space (or very close to it)

**PHOTOS**
- The absolute best photos have been selected  for the page,  and the very best has been selected to be the dominant photo
- Original uncropped photos have been saved in the original photos folder in the page folder
- Photos have been cropped to the proper size using Photoshop, following the directions on the cropping photos handout and fill the entire box
- Using Save As, cropped photos have been saved in the cropped photos folder in the page folder
- Photos have been cropped to eliminate dead space, and according to the rule of thirds
- When photos cross the gutter, no faces or key elements are in the gutter
- On weekly pages, photos include one club, one academic class and one photo from outside of school
- Photos have NOT been color adjusted on the computers in the back room

**FOLIOS AND PAGE NUMBERING**
- Page numbers are changed using Numbering & Section Options
- Double check to make sure that page numbers are changed on folios
- Proper spread content is added on folios

**DETAILS**
- Proper fonts and sizes are used for:
  - Body Copy                    Captions
  - Headlines                    Subheadlines
  - Folios
- Any fill on boxes has been removed
- Spell check has been completed, and appropriate changes have been made
- All students quoted or pictured have been marked on the master locator,, and no one who has already apperaed 3 times has been used
- All names and grades have been verified in the locator
- Proper template has been used
- Template has been saved with a clearly identifiable name (week dates or sports topic) in the proper page folder
- Proper AP and Tenas Coma Style has been used in all text

**COPY (FOR SPORTS OR PEOPLE PAGES)**
- Copy focuses on people and their emotions/reactions; copy shows rather than tells what's important
- Word choice is precise and engaging
- Meaningful quotations have been selected
- Lead grabs attention and makes the reader want to keep reading
- Good transitions help the copy flow smoothly
- Copy is in third person, and contains no usage of "I," "we," "our," "you," "us," "me," "my," "your") except in direct quotations.
- Grammar, punctuation and spelling are correct
- Copy has been revised, edited and polished before final page submission.  Writer has received peer/adviser feedback and made changes as necessary

**\*Reminder: an error of fact on your page, including misspelled names and improper grade level, will result in a failing grade for your entire spread**

Staff Member Signature_____          Editor Signature_____
Adviser Signature _____