

NAME: _____

REQUIRED ELEMENTS: _____ **ISSUE:** _____ **REQUIRED ELEMENTS:** _____ **ISSUE:** _____

- _____ Every story has a headline which summarizes story (50 points)
- _____ Every headline is active voice and has a subject and verb (50 points)
- _____ Folio line contains correct page number and date (50 points)
- _____ Photos/are are boxed with a .5 stroke line (black) (50 points)
- _____ Photos are credited with a byline (50 points)
- _____ All photos have captions and captions are formatted correctly (50 points)
- _____ Headlines, Body Copy and Captions (ALL TEXT) have been spell checked (50 points)
- _____ All photos are saved according to instructions (50 points)
- _____ Every story has a photo or sidebar which presents accurate info (50 points)
- _____ No more than one pulled quote appears on any page (50 points)
- _____ All copy honors the margins and the pica space between elements rule (50 points)
- _____ Every story has been through the editing process & tells a story (50 points)
- _____ Page layout is completed on time (-10 for each day late) (50 points)
- _____ All standing elements have been checked and are correct (50 points)
- _____ Dominant element appears on this page (50 points)
- _____ All images have been taken by our photographers OR written permission has been obtained to use the work (50 points)
- _____ All mug shots are 1 inch x 1 inch in size (50 points)

OP/ED SPECIFIC INFORMATION:

- _____ Staff Editorial appears with no byline (20 points)
- _____ Staff box with policies is placed and updated (20 points)
- _____ Columns appear together with column sigs/pics (20 points)
- _____ At least one editorial cartoon is placed with a caption and byline (20 points)
- _____ Hot/not is included and has been before the editorial board for approval (20 points)
- _____ No ads appear in the entire opinion section (10 points)
- _____ Student opinion polls appear with all stories and columns (40 points)

TOTAL POINTS RECEIVED: ____/1000

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