

NAME: _____

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)
- _____ Drop caps begin all stories (50 points)
- _____ Photos/are are boxed with a .5 stroke line (black) (50 points)
- _____ Photos are credited at the end of the caption 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)

FEATURE SPECIFIC INFORMATION:

- _____ Art/graphic is included (20 points)
- _____ Polls and sidebars accompany stories (20 points)
- _____ page is related to a theme (20 points)
- _____ A dominant photo is obvious (20 points)
- _____ Color is used wisely on the page (20 points)

TOTAL POINTS RECEIVED: ____/1000

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