

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 using correct style (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 (CMYK) (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 every 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)

EDITOR-IN-CHIEF SPECIFIC INFORMATION:

- _____ All third drafts have been edited and have 5 Ws and H, 4 sources and quotes (10 points)
- _____ The AP Style book has been used to make sure all elements are consistent (10 points)
- _____ Conferencing has taken place with every writer in the section to discuss work (10 points)
- _____ Stories have been returned to writers on time after editing (10 points)
- _____ All elements are consistent within the issue and stories are timely (10 points)
- _____ Attend/run all weekly editorial board meetings and show up in a timely fashion with a specific agenda of items to be covered (20 points)
- _____ Upcoming issue is promoted on announcements and website (20 points)
- _____ Chat & Chew day is organized and executed (20 points)
- _____ Story Idea Sheets are collected for six weeks and used (70 points)
- _____ Story assignments are posted on white board and drafts are updated daily (20 points)
- _____ Write one story for www.newsstreak.com (500 points)
- _____ First-five mini-lesson once a week (450)

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TOTAL POINTS RECEIVED: _____/2000

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