FINAL NEWSPAPER EDITING CHECKLIST

Issue: Quarter 3

**\*\*Initial each box as all elements are verified to be accurate.\*\***

***If corrections need to be made at this point, they should all be made to the final 16 page file saved on the flashdrive.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CHECKLIST | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8-9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| FONTS  Text – Calibri 11  Head – Bebas Neue 18 or larger  Photo Credits – Calibri 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BYLINES  **Name** and *position* with line under  \*Editorials only: **Name** and *position* placed after article |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PHOTOS  All have photo credits  All have 1 pt line around them  Photos are appropriate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ARTICLES  No errors exist in articles  Article content is appropriate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LAYOUT  Easy to read  All elements placed properly  Overall good layout design |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |