![C:\Users\kcsander\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GXA4OAD7\MC900442139[1].png]()![C:\Users\kcsander\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GXA4OAD7\MC900442139[1].png]()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 |
| FONTSText – Calibri 11Head – Bebas Neue 18 or largerPhoto Credits – Calibri 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BYLINES**Name** and *position* with line under\*Editorials only: **Name** and *position* placed after article  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PHOTOSAll have photo creditsAll have 1 pt line around themPhotos are appropriate  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ARTICLESNo errors exist in articlesArticle content is appropriate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LAYOUTEasy to readAll elements placed properlyOverall good layout design |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |