My layout is ready for print once I have checked…

- ❏ Page numbers are correct according to the "Article Assignment" sheet.
- ❏ Print date is correct
- ❏ New quotation
    - ❏ It is centered and fills the space appropriately (font size 10-14 pt)
    - ❏ No space between hyphen and the first name (-Albert Einstein, not - Albert Einstein).
- ❏ Check to see ALL advertisements are in layout according to the "Ad's Spreadsheet"
- ❏ Check bylines
    - ❏ Spelling of names
    - ❏ Newspaper responsibilities (editor, guest writer, photographer, etc.)
- ❏ Photo credits
    - ❏ 7 pt font
    - ❏ Photo by_____
    - ❏ Photo courtesy of_____ (guest/borrowed picture)
    - ❏ Info courtesy of _____
- ❏ Captions
    - ❏ Italics
    - ❏ 9 pt
    - ❏ ALL pictures have one
- ❏ Photos ALWAYS have a 1pt box to outline picture (goes for graphics, charts, etc.)
- ❏ Body text
    - ❏ 10 pt
    - ❏ Times New Roman
    - ❏ NO OUTLINES
- ❏ Run spell check
    - ❏ edit→ spelling→ check spelling
- ❏ Gray box 10% transparency
- ❏ Rulers to align all text, pictures, advertisements, etc.
- ❏ Pulled quotes
    - ❏ Use quotation marks
    - ❏ Bold italics, font size: nothing unreasonably big
    - ❏ Hyphen followed by attribution (ex. –Courtney Baxter)
    - ❏ Double lines to frame it in