

Newspaper Project Checklist

- Is the page the correct dimensions (11 X 14 inches or 66 X 84 picas)?
- Are all the margins set to zero?
- Are there at least two stories?
- Is there a dominant image (30 percent larger) that truly dominates the page?
- Did you include a flag/nameplate?
- Do the headlines get smaller down the page as the stories become less important?
- Are the stories modular (all elements of a story fit in a rectangular area)?
- Are all the headlines the same font?
- Is all the copy the same – font, size, alignment? Tabs? No double spacing?
- Do the bottoms of the columns of a story line up?
- Do all the photos have photo credits and cutlines? Are they consistent?
- Are the bylines consistent?
- Are the columns too wide or too narrow? Do you have a 5 column grid?
- If the story jumps, does it have a jump line? Is it distinct from the copy?
- Do the photos have borders?
- Do headlines cover all of the columns they should cover? Do they have verbs?
- Are people in the photos facing into the page?
- Are there any hyphens in type that is 18 points or larger (there shouldn't be)?
- Is gray space broken up (remember the dollar bill rule)? Pull quotes? Subheads?
- Are there pica spaces between all elements except the photo credits?
- If there is a boxed story, is everything indented 1 pica?
- Are there no items between the headline and the start of a story? (“Do they touch?”)
- Are the headline styles (up, down, all caps, centered, flush left) consistent?
- Is the dummy sheet included? Were proper symbols used? Slugs? Dimensions?
- Are there bumping headlines (there shouldn't be)?
- Is color used for a design reason?
- Are there two copies of the layout printed, scaled to fit 8.5 X 11 inches (about 72 percent)?
- Are the layouts and dummy in a paper, pocketed folder with a name on the front?
- Are you proud of your work?