

SPREAD SUBMISSION CHECKLIST - CREDIT REQUEST

Staffer's Name: _____

Spread Subject: _____

Final Submission Date: _____

Checklist:

- | | |
|---|--|
| _____ Story Pre-Reviewed by S. Conn | _____ Photo directions inserted (Left Above) |
| _____ Bold & Oblique ALL names | _____ Photo directions italicized |
| _____ Photo Credits Inserted (Photo by: -) | _____ Caption Leads in appropriate Color |
| _____ Photo Credits italicized | _____ Doodle Chosen |
| _____ Spread Byline Inserted (10 pt font) | _____ Doodle Inserted |
| _____ ALL names recorded on
"Students Used" list | _____ Story Justified Left |
| | _____ Story Spacing Adjusted |
| | _____ Caption Spacing Adjusted |

Additional Information/Requests:

TEACHER/EDITOR USE ONLY - ASSIGNMENT GRADE

Spread Reviewed (initial): _____ Editor _____ Teacher

Revisions Needed?: (circle) YES NO Revisions Made? _____

Ready For Submission?: (circle) YES NO

WO: # _____ Uploaded: _____

Grade Earned: _____