

CONSTRUCTING A COLOPHON

Add a colophon to enhance the historical value of the book.

Colophon

► Pronounced like marathon. A list of the technical printing information for the book, including price, number of copies, colors, type families, photography company and awards won by the previous year's book. Often appears after the index. Financial information is optional.

Different angle

► A colophon can explain elements of the theme or the staff's reasoning for the choices they made.

COLOPHON ELEMENTS

Begin collecting colophon information with this checklist in mind. Every colophon differs in layout and does not necessarily include every topic noted.

- School name
- School address
- Volume number
- Name of printer and address
- Name of rep
- Theme
- Origin of theme
- Submission process
- Number of copies printed
- Number of pages printed
- Total price to print
- Price(s) of book
- Cover materials used
- Inks used
- Weight of paper used
- Endsheets specifics
- Typefaces, weights and sizes
- Special techniques
- Computer program(s) used
- Photography equipment used
- Memberships
- Previous award(s) received
- Staff recognition
- Individual recognition
- Editor note
- Adviser note
- Acknowledgments, thank yous