

HERFF JONES

# COLOPHON CHECKLIST

**A COLOPHON CAN EXPLAIN ELEMENTS OF THE THEME OR THE STAFF'S REASONING FOR THE CHOICES THEY MADE.**

**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 HJ 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

