

## Submission Checklist

School: \_\_\_\_\_

Co-ordinator: \_\_\_\_\_

Telephone – business \_\_\_\_\_ Mobile/after hours \_\_\_\_\_

Draft due date: \_\_\_\_\_ Publication date \_\_\_\_\_

Excursion to FRP: \_\_\_\_\_  Attending  Not Attending

Young Writer of the Year Nominees: \_\_\_\_\_

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### Page One

Masthead (26cm x 4cm)

JPG  Hard copy

#### Story 1:

- 250-word story
- Headline
- Byline
- Photo (square)
- Photo caption/byline

#### Story 2:

- 350-word lead story
- Headline
- Byline
- Photo (horizontal)
- Photo caption/byline

#### Story 3:

- 200-word story
- Headline
- Byline
- Photo (horizontal)
- Photo caption/byline

### Production Tools

- Layout sheets denoting story and photo allocations
- Printouts of all stories, captions and headlines
- CD with stories, captions and headlines in text-only format
- CD with high-quality JPG images

**Page Two**

**Story 4:**

- 550-word editorial
- Headline
- Byline
- Artist's attribution
- Editorial cartoon on template

**Story 5:**

- 250-word lead story
- Headline
- Byline
- Photo (horizontal)
- Photo caption/byline

**Story 6:**

- 150-word story
- Headline
- Byline
- Photo (horizontal)
- Photo caption/byline

**Story 7:**

- 250-word story
- Headline
- Byline

**Three advertisements**

- Topic:**  Saving  
 Community  
 Literacy

- Submitted as:**  Hard copy  
 J P G