Layout & Design Status for Pages \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ January Issue of *The Talon*

Responsible Staff Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is ready? What is missing?

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Quick Checklist:

\_\_\_\_\_\_ All writing is Calibri font EXCEPT

\_\_\_\_\_\_ Headlines are Babas Neue – 18 point or larger

\_\_\_\_\_\_ Folios are Babas Neue – 12 point bold

\_\_\_\_\_\_ Bylines are stacked

\_\_\_\_\_\_ with the reporter’s first and last name on the first line (Calibri - Size 11 – Bold)

\_\_\_\_\_\_ and the staff position on the second line (Calibri – Size 11 – Italics)

\_\_\_\_\_\_ Articles are left justified with each new paragraph indented with the TAB key

\_\_\_\_\_\_ Article copy is Calibri – Size 11 – regular

\_\_\_\_\_\_ Captions are Calibri – Size 10 – regular

\_\_\_\_\_\_ Each photograph has an effective caption.

\_\_\_\_\_\_ Each photograph has a photo credit.

\_\_\_\_\_\_ Graphics have a photo credit.

\_\_\_\_\_\_ Photo and Graphic credits are Calibri – Size 10 – italics