

# The Eagle

Name: \_\_\_\_\_

Publication Date: \_\_\_\_\_

## Newspaper production rubric for grading

### *Layout editor*

	Points	Initials	Date/Time
1. Prepare draft page on Monday (15 points)	_____	_____	_____
	(INST, ME, SE)		
<ul style="list-style-type: none"> <li>• Due by midnight</li> <li>• Articles on page</li> <li>• Photos on page (All in CMYK)</li> <li>• Ad spaces reserved</li> </ul>			
2. Prepare proof page by Tuesday (15 points)	_____	_____	_____
	(INST, ME, SE)		
<ul style="list-style-type: none"> <li>• Due by 6 p.m.</li> <li>• Available ads on page</li> <li>• Cutlines, credits on page</li> <li>• Print proof for editing</li> </ul>			
3. Prepare final page by Wednesday (20 points)	_____	_____	_____
	(INST, ME, SE)		
<ul style="list-style-type: none"> <li>• Spell check</li> <li>• Cutlines, credits</li> <li>• Headline with subject, verb</li> <li>• Photos cropped within 1 pica from subject</li> <li>• Check jumps</li> <li>• 1 pica interior margins</li> <li>• Keylines</li> <li>• White space filled by house ads</li> <li>• Photos align to column edges</li> <li>• Cascading headlines</li> <li>• Photos in CMYK</li> </ul>			
4. Prepare spreads before Monday at 4 p.m. (10 points)	_____	_____	_____
	(INST, ME, SE)		
5. Meet with layout staff Monday (10 points)	_____	_____	_____
	(INST, ME)		
<ul style="list-style-type: none"> <li>• Discuss page status and address problems</li> </ul>			
6. Meet with layout staff Tuesday (10 points)	_____	_____	_____
	(INST, ME)		
<ul style="list-style-type: none"> <li>• Discuss page status and address problems</li> </ul>			
7. Meet with layout staff Wednesday (10 points)	_____	_____	_____
	(INST, ME)		
<ul style="list-style-type: none"> <li>• Discuss page status and address problems</li> <li>• Make corrections</li> <li>• Prepare page for submission</li> </ul>			

\_\_\_\_\_ Total points

INST Instructor  
ME Managing editor

SE Section editor  
ADM Advertising manager

PE Photo editor  
LE Layout editor