

# **MOST COMMON MISTAKES - OOPS YOU DID IT AGAIN!**

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Writing (including captions and sidebars)

\_\_\_\_\_ No OPINIONS: things at the school are not great, excellent, good, nice, wonderful, cute, etc. Use only opinions as a quote

\_\_\_\_\_ Put your name at the beginning of the story

## **By My Name**

### **Staff Writer**

\_\_\_\_\_ Use freshman, sophomore, junior, senior - NOT 02, 03, 04, 05, always lowercase if it is a person.

\_\_\_\_\_ No Contractions (don't, won't, isn't, can't, it's)

\_\_\_\_\_ NUMBERS RULE: One to nine - spell out 10 and above use numbers

\_\_\_\_\_ DATES RULE: Dec. 14 NOT December 14th

\_\_\_\_\_ Indent every new paragraph

\_\_\_\_\_ Use SAID, not commented, added, stated, etc.

\_\_\_\_\_ Use Ms. not Mrs.

\_\_\_\_\_ "This is how you should use attribution," journalism teacher Mr. Robert Courtemanche said.

\_\_\_\_\_ It is Lisa said, NOT said Lisa.

\_\_\_\_\_ Adults are referred to by their last name after the first time you mention their name. Students use the first name, unless there are too many with that name.

\_\_\_\_\_ Sophomore Ashley Thibedeaux, NOT Ashley Thibedeaux, sophomore.

\_\_\_\_\_ Never use THIS YEAR!

\_\_\_\_\_ There = place, their = ownership, they're = they are

\_\_\_\_\_ Weather = rain, whether or not

\_\_\_\_\_ pep-rallies, not pep rallys, NOT Pep Rally little p&r, Homecoming, not homecoming BIG H, Prom not prom BIG P

\_\_\_\_\_ QUOTES in every story!!!

\_\_\_\_\_ Song, movie, book titles should be in italics

\_\_\_\_\_ Never use these words in your story: EVERYONE, OUR, GPA, Guajome Park Academy, COMMENTED, VERY, I, ME, MY, WE, US, YOU, YOUR, MINE, THIS REPORTER, ASKED

\_\_\_\_\_ 5 a.m. not 5:00 a.m. and not 5 in the morning

\_\_\_\_\_ USE spell check

Document Spelling ( =) and in Pagemaker use the ( E) and then ( L)

### Photos

- \_\_\_\_\_ Yearbook pictures are scanned at 300 dpi, except for dominants that should be scanned at 400 dpi. Newspaper pictures at 200 dpi.
- \_\_\_\_\_ There should be a quote in every caption - you will redo! until it is right.
- \_\_\_\_\_ Pictures MUST be converted to GRAYSCALE: EPS files (yearbook) or TIFF files (newspaper), JPEG files are NOT ACCEPTABLE
- \_\_\_\_\_ All photos should be renamed. Do not have any photos named JSC or DPC, etc.
- \_\_\_\_\_ Photos are coming up too dark - not being leveled in Photoshop
- \_\_\_\_\_ Pictures need to be straight when scanned

### Layout

- \_\_\_\_\_ Don't put too many pictures from one event on a page.
- \_\_\_\_\_ One Pica rule: there should be one pica between elements.
- \_\_\_\_\_ No boxes around captions in the yearbook.
- \_\_\_\_\_ When you do use a box, the border should be 1 point
- \_\_\_\_\_ Don't use frames unless you mean to.
- \_\_\_\_\_ Remove your placeholders before you place a picture, text, graphic, caption, etc.
- \_\_\_\_\_ Don't stretch a picture more than 120% or make them smaller than 50%
- \_\_\_\_\_ NO FACES in the gutter (fold)

### General Issues

- \_\_\_\_\_ READ how to name your file (ex. nancys.parade1.eps)
- \_\_\_\_\_ Teachers have first names, they are in the name book - USE THEM
- \_\_\_\_\_ Headlines should be a complete sentence and should tell what the story is about
- \_\_\_\_\_ Type your stories in AppleWorks and then save it as a TEXT file.