

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

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

# Yearbook Terms

- |  |                        |
|--|------------------------|
| 1. What is an established and posted outline of yearbook layout  | A. Theme               |
| 2. Everyone should appear in the yearbook at least three times.  | B. Spread              |
| 3. 16 pages of a book  | C. Saturation Coverage |
| 4. Two facing pages  | D. Ladder              |
| 5. Usually a page in the front of the book; *Always includes: book name, school name, address, phone, fax, e-mail, year of publication, volume number, school population | E. Closing Page        |
| 6. Technical information about the publication's production; includes fonts, colors, paper types   | F. Table of Contents   |
| 7. ***Never on the cover page*** Catch phrases/spin off phrases work for identifying sections  | G. Quotes              |
| 8. Contains copy and/or photos from the yearbook staff to close out the publication  | H. Signature           |
| 9. includes page #'s for people, events, groups, teams, subjects, and advertisers  | I. External Margin     |
| 10. Copy cannot cross it, however, photos can bleed across.  | J. Index               |
| 11. Grid line measurements. 1cm x 1cm.   | K. Copy                |
| 12. Gives identity. Captures mood. Has to be verbal and visual   | L. Colophon            |
| 13. "The Words" Can be written in 1st, 2nd, or 3rd person  | M. Pica                |
| 14. Verbatim responses and descriptions from the people you are covering   | N. Title Page          |