

Name: _____

Date: _____

Yearbook Terms

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