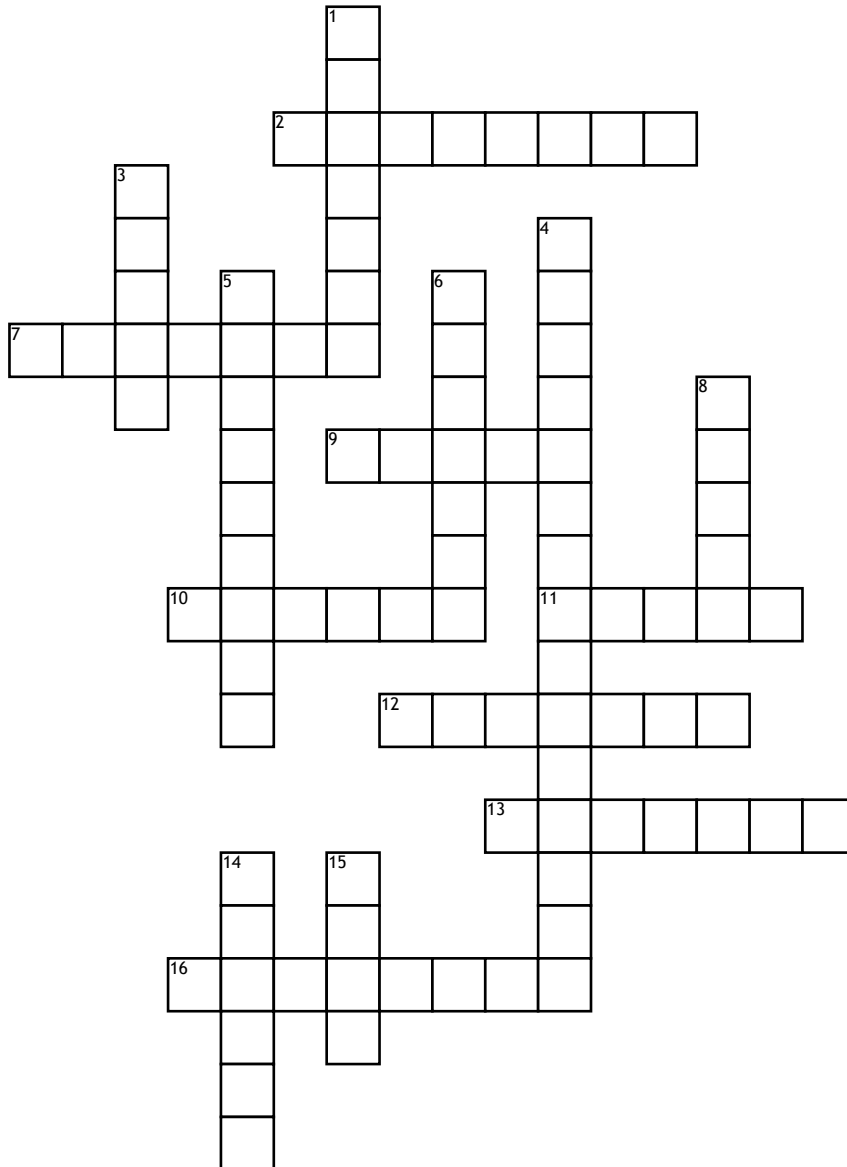


Yearbook Vocabulary



Across

2. Refers both to the topics featured on individual spreads and how the topics are highlighted. For example, typical coverage in a student life section might include Lunch, Fashion, and Hobbies. In each spread, typical coverage would include photos, copy and captions detailing the event.

7. The first 2-4 pages (or more) of the yearbook which introduce the theme.

9. Area of the yearbook connecting the front and back covers. The name of the school, name of the book, city/state, volume number and year should appear there in a way that reflects the theme.

10. Page-by-page listing of the yearbook's content. Yearbook staff members use the ladder to stay organized and to plan for deadline.

11. The outside of the yearbook which protects the printed pages.

12. A "mini theme" used as a section title. Spin-offs may help carry the theme throughout the book.

13. A traditional middle school yearbook is typically broken up into four sections: student life, academics, people, sports and clubs. These sections are used as an organizational tool for the staff and the reader.

16. : Elements such as color, white space, ruled lines, gray screens, large initial letters, and special type treatments which enhance the book's design.

Down

1. Final pages of the yearbook (typically 3 pages or more) where the theme is concluded. It should follow the ads and index.

3. A complete alphabetical listing of all students, teachers, topics and events covered in the yearbook.

4. Listing of the pages containing the opening, sections, index and closing. The table of contents is usually printed on the front end sheets or in the opening, but not on the title page.

5. The title page is the first page of the yearbook. It should include the name of the book, the name of the school, the complete school address, the volume number and year. The school telephone number, web address and enrollment may also be listed there.

6. A spread used to separate each of the sections of the yearbook. A divider is usually theme-related in design and the copy links the main theme to the ensuing section.

8. A verbal statement and a visual look which tie all parts of the yearbook together. The theme should fit your school and your year.

14. Two facing or side-by-side pages in the yearbook such as 2 and 3, 4 and 5, 6 and 7, etc.

15. The story! Every spread should contain a story, also called a copy block. Alternative to traditional narrative copy include lists, quotes, personal narrative, surveys and other material that accurately tell the story.