

YEARBOOK EDITOR RESPONSIBILITIES

As editor, you will be responsible for the duties of a staffmember, such as **coming to class on time and prepared, knowing how to use InDesign and the YearTech software, and completing all pages on time**. However, the editor has the added responsibility of keeping the “larger picture” in mind. All staffmembers will contribute, but the editor is the one who is ultimately responsible for the following:

- **Completing page ladder.** Our yearbook is 144-148 pages long; the first thing the editor must do is to determine the order of the individual sections and map out which page will go where.
- **Developing yearbook theme.** The editor should lead brainstorming sessions and solicit ideas from other students to come up with the theme of the yearbook within the first two weeks of school. (It’s a good idea, by the way, to run the theme by all of the division heads.) Once the yearbook theme is chosen, the editor is responsible for coming up with ways to incorporate the theme into the various sections of the yearbook. This can be done graphically, i.e., incorporating artwork relating to the theme, and/or through text, i.e., using the same words/phrase structures or other thematic elements (such as alliteration) for each section that fit in with the overall theme.
- **Maintaining the continuity factor.** Although different staffmembers work on individual pages, ideally, the yearbook should be consistent throughout so that it has a unified look and feel. This means, for example, using the same font for all regular text (something that’s easy to read even in small text, such as Palatino), and picking one main decorative font for headers (maybe a couple more for subheaders). Graphics can also be used to unify pages, i.e., similar artwork on the divider pages of each section that pulls the book together.
- **Assigning yearbook pages and ensuring that staff members complete their pages.** We will gather as a class after completing each deadline to assign pages for the following deadline. Individual staffmembers can then volunteer for the pages they’d like to work on; if there are any pages left over the editor will assign them or take them on her/himself, making sure that the work is distributed equally between the staffmembers. The editor should keep a list of who is doing which pages and should check in with staffmembers weekly to see how they are progressing on their pages and make sure that they are getting all the content needed, such as photos, scores, cast lists, etc. This is especially important for one-time events; if we don’t have photo coverage for an event such as a school production, we won’t have anything to put on the page. Make sure that someone is covering the event well before the event date. The editor may choose a member of the staff to be photo editor.
- **Overall design and look of the yearbook.** We will be going over some basic design concepts at the beginning of the year; the editor is responsible for implementing the elements of effective design in his/her pages, and encouraging staffmembers to do the same. I.e., if a staffmember completes a page with a lot of trapped white space and no dominant photo, then the editor should work with the staffmember to create a more effective design for the page.
- **Final editing of all pages and proofs.** Just before we send in the pages for our deadline, we will print out all the pages that we will be sending in and have a group “proofreading circle,” in which we will pass each page around so that everyone has a chance to proofread everyone else’s page (the more eyes, the better!). Once all corrections have been made and the pages have been submitted and printed out, the editor should do one last proofreading of all pages to ensure that the correct version is being submitted to the plant. The editors should review all proofs immediately when they come back from the plant, fix any problems with the pages and re-submit them (or ensure that the staffmember who worked on the pages fixes the pages). There is only a 3-day turnaround between the time that we get the proofs and when we’re supposed to return them to the plant, so this process should happen as quickly as possible.