**COPY/INDEX EDITOR**

As a GENERL Editor:

\_\_\_\_\_Stays in communication with all members of yearbook

\_\_\_\_\_Responsible for design and content of entire section

\_\_\_\_\_Produces master layouts and writes copy and division copy for the section

\_\_\_\_\_Assign pages to staffers and photographers

\_\_\_\_\_Proofreads copy and edits spread for grammar and content, and checks spreads

\_\_\_\_\_Keep up with progress of spreads and makes sure corrections are made

\_\_\_\_\_Meets all deadlines

\_\_\_\_\_Puts forth additional time outside of the Yearbook period to complete necessary work.

\_\_\_\_\_After first deadline submission, makes sure the staff is still working on finalizing the section, so when the

 proofs come in it will be easier

\_\_\_\_\_Attends any editors meetings assigned by Editors-in-chief

\_\_\_\_\_Fills out spread evaluation forms and hands into Editors-in-chief

\_\_\_\_\_Completes Division page

\_\_\_\_\_After your section is done, you make sure staffers have indexed all names within your section, and

 help Editors and Staff that still have deadlines to be completed.

As Copy Editor:

\_\_\_\_\_Reads and approves **all** copy: headlines, sub headlines, captions, body copy

Edits all spreads for grammar and content

Creates and copies handouts that will assist staffers in caption or copy writing

Decides on Fonts and creates the “**Fonts Sheet”** for staff

As Index Section Editor:

\_\_\_\_\_Refer to “General Editor” job description listed above

\_\_\_\_\_In charge of the Index section

\_\_\_\_\_Monitor that each Editor makes sure that staffers index their pages after final proofs of the section.

\_\_\_\_\_In charge of the “ENOUGH IS ENOUGH” list on the board for students featured too much in the

 yearbook. This helps coverage of all students in the yearbook.

\_\_\_\_\_Responsible for accurately representing names and the proper pages staff and students are represented on.

\_\_\_\_\_All year, have the photographers supply outstanding pictures for the index section that were not used in

 the yearbook, which must be approved by the chief photo first.

As a member of the YB staff:

\_\_\_\_\_See Staff Sheet