Caption Rules

Quotes: When attempting to get a quote go and personally interview the person. Take your laptop and use iMovie to record their responses this insures you get the exact quote for the yearbook.

1. Captions: first thing who? What? When? Why? How? In the first sentences describes the action in the photo & second sentence is written in past tense

2: DO NOT use personal opinions. If you want something said about the event go get a direct quote.

3: may use direct quotes in captions make your captions original

4: The is a big one! Don’t start the captions with a person’s name

5: vary your captions by beginning them with different parts of speech Examples tired after just playing a game, to escape the pressure of every day, nearly at the finish, WE WANT TO BE DESCRIBING WHATS GOING ON IN THE PICTURES, Use ***the name book*** to spell name correctly NEVER GUESS….***EVER!***

6: Do not indent captions

7: All captions must have a photo credit written in italics DO NO GUESS ON WHO TOOK IT LOOK IT UP.

8: IF a caption is an ID of a group **you must use these words**, front row, second row, third row, and end with Back row. First and last names must be used; we as viewers always read form left to right.

9: Captions are always written in 8-point font.

10: all captions must be justified

11: **we cannot start a caption with and “ing” word.**

12: make sure that we use colons after the group name or after the row designation

13: the first time we talk about a person we refer to them as first and last name the second time last name. For adults, Teacher, parents or admins, us the persons full title.

14: A good caption answers the following questions that the photo does not answer: *Who*: use full name include title and grade *what*: what is that subject doing, *When*? Date or time of event *where*: Locations *why:* Interview the subject for outcome