

**Texas Regional
Yearbook Guidelines**

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Texas Regional Yearbook Guidelines

Yearbook entries submitted at the Texas Regional Convention are judged on the following criteria: Theme, Cover, Comprehensive Content, Presentation, Divisions, Captions, and Judges' Notations. Each criteria has its own guidelines detailed below.

Theme

*A recurring idea used throughout the entire yearbook.
The theme may reflect the current Honors Study Topic.*

Page 3

Cover

Specific items to be included on the front cover of the yearbook.

Page 3

Comprehensive Content

Specific criteria that should be included and the order of contents.

Page 4

Presentation

Overall state the yearbook is presented in.

Page 5

Divisions

A boundary to divide each section of the yearbook.

Page 5

Captions

Descriptions or explanations of each included photograph and event.

Page 6

Optional Points

These items can be included for up to 2 optional points (1 point each).

Page 6

Judges' Notations

The yearbook exceeds the basic criteria of the written guidelines (up to 2 points).

Page 6

Rubric

The rubric judges will use while scoring each yearbook.

Page 7-9

Texas Regional Yearbook Guidelines

Theme

*A recurring idea used throughout the entire yearbook.
The theme may reflect the current Honors Study Topic.*

Each entry must have an overall theme applied to the entire yearbook. It may reflect the current Honors Study Topic, but that is not a requirement. The following are suggestions that chapters may wish to use as their theme: the title of a popular song, a well-known book or play, or a familiar quote.

Consider appropriateness, application to the yearbook, quality of the design, and creativity in carrying out the theme.

Required Elements for judging the Theme are: (up to 4 points)

- Unity of theme (each section relates to the overall theme)
- Appropriate for audience
- Continuity of the theme (all pages/slides of the entire yearbook use the theme)
- Quality of design and shows creativity

Cover

Specific items to be included on the front cover of the yearbook.

The cover must include a title, chapter name, college name, college city, and the time period covered in the yearbook. Your cover should establish the overall theme and create viewer interest in exploring the remaining contents.

The yearbook is to cover the timeframe for the calendar year, just as the calendar for Phi Theta Kappa International Headquarters. Meaning, the yearbook will begin January 1st and end December 31st of the year it is being submitted for. Then, that following spring, it will be submitted during the Texas Regional Convention for judging.

Required Elements for the Front Cover: (up to 5 points)

- Yearbook title
- Chapter name
- College name
- College city
- Dates of the calendar year

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Comprehensive Content

Specific criteria that should be included and the order of contents.

The yearbook should include (in this order):

Cover
Dedication (*optional*)
Preamble
Table of Contents
Division Pages/Slides
Acknowledgement/Thank You (*optional*)

Page/slide numbers are required to provide easy access to specific projects (such as Honors in Action or College Project) or events that the viewer might like to see. Your Cover page/slide should be labeled as page/slide 1, and subsequent pages/slides will follow in numerical order.

The preamble will be a general statement about your chapter and the unique events that made the year special.

The table of contents, at a minimum, will include the page/slide numbers for each division.

Please note: the optional Dedication and Acknowledgement/Thank You provide additional points for chapters who include them. These points are awarded in a separate section of the rubric.

Required Elements for the Comprehensive Content: (up to 7 points)

- Yearbook includes a Cover
- Yearbook includes a Preamble
- Divisions are clearly labeled
- Proper order of Cover, Dedication (if applicable), Preamble, Table of Contents, Division Pages/Slides, and Acknowledgement/Thank You (if applicable)
- Yearbook timeframe covers that calendar year: Jan. 1st – Dec. 31st
- Yearbook includes a Table of Contents
- Page/slide numbers clearly labeled beginning with the Cover as page/slide 1

Texas Regional Yearbook Guidelines

Presentation

Overall state the yearbook is presented in.

Has your theme come together with all of the requirements and guidelines? Is your theme clear? Is the same style used throughout the entire document? Is the yearbook original?

Presentation is very important. You can choose to go with a physical yearbook or a digital yearbook. All digital yearbooks should be turned in for judging on a personal electronic device with its charger. These devices will be kept in a locked room at all times during the Texas Regional Convention.

Whatever your chapter chooses to do, it is important to remember to be clear in regard to your theme, divisions, events, photos, and page/slide numbering.

Required Elements for the Presentation: (up to 3 points)

- Construction of the yearbook is cohesive
- Grammar is flawless
- Spelling is flawless

Divisions

A boundary to divide each section of the yearbook.

Each division page/slide should be clearly marked and represent the four Hallmarks of Phi Theta Kappa in the proper order: Scholarship, Leadership, Service, and Fellowship.

This is an opportunity for chapters to connect their projects and events to each of our society Hallmarks. For example, you might place your Honors in Action project under the Hallmark of Scholarship. While your College Project might be placed under the Service or Leadership Hallmark.

Additional divisions may be added at the discretion of the chapter such as a memorabilia division or coverage of events related to your college rather than the society. These sections would be directly after the four Hallmark divisions and before the Acknowledgement/Thank You (if applicable).

Required Elements for the Divisions: (up to 4 points)

- Each of the four Hallmarks are represented
- The Hallmarks are in order
- Each section has a division clearly indicating what is to follow
- The divisions follow the theme of the yearbook

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Captions

Descriptions or explanations of each included photograph and event.

Each photograph should have a caption describing the actions taking place and the names of anyone pictured. All included events should be captioned with a description or explanation so that viewers understand how they relate to their chosen Hallmark.

The lettering for the captions should be legible and well spaced.

Required Elements for the Captions: (up to 4 points)

- Each event is identified with a caption
- Each event is explained for viewers
- Each photo has a caption including a description and names of the individuals pictured
- The captions are legible and well spaced

Optional Points

These items can be included for up to 2 optional points (1 point each).

- Dedications are located directly after the cover
- An Acknowledgement/Thank You is at the end of the yearbook

Judges' Notations

The yearbook exceeds the basic criteria of the written guidelines (up to 2 points).

Judges determine if extra work has been put into each chapter's yearbook that goes beyond outlined expectations or optional additions. If so, they will write in (on the provided lines of the rubric) what aspects have warranted an additional point or points.

Texas Regional Yearbook Guidelines

Rubric

Chapter Name: _____

College Name: _____

Title of Yearbook: _____

Calendar Year: _____

Required Elements for the Theme:

- | | |
|---|--|
| <input type="checkbox"/> Unity of theme (each section relates to the overall theme) | <input type="checkbox"/> Continuity of the theme (all pages/slides of the entire yearbook use the theme) |
| <input type="checkbox"/> Appropriate for audience | <input type="checkbox"/> Quality of design and shows creativity |

Number of Possible Points – 4

Score: _____

Comments: _____

Required Elements for the Cover:

- | | |
|---|---|
| <input type="checkbox"/> Yearbook title | <input type="checkbox"/> College name |
| <input type="checkbox"/> Chapter name | <input type="checkbox"/> College city |
| | <input type="checkbox"/> Dates of the calendar year |

Number of Possible Points – 5

Score: _____

Comments: _____

Required Elements for the Comprehensive Content:

- | | |
|--|---|
| <input type="checkbox"/> Yearbook includes a Cover | Division Pages/Slides, and Acknowledgement/Thank You (if applicable) |
| <input type="checkbox"/> Yearbook includes a Preamble | |
| <input type="checkbox"/> Divisions are clearly labeled | <input type="checkbox"/> Yearbook timeframe covers that calendar year: Jan. 1 st – Dec. 31 st |
| <input type="checkbox"/> Proper order of Cover, Dedication (if applicable), Preamble, Table of Contents, | <input type="checkbox"/> Yearbook includes a Table of Contents |
| | <input type="checkbox"/> Page/slide numbers clearly labeled beginning with the Cover as page/slide 1 |

Number of Possible Points – 7

Score: _____

Comments: _____

Texas Regional Yearbook Score Sheet

Required Elements for the Presentation:

- Construction of the yearbook is cohesive
- Grammar is flawless
- Spelling is flawless

Number of Possible Points – 3

Score: _____

Comments: _____

Required Elements for the Divisions:

- Each of the four Hallmarks are represented
- The Hallmarks are in order
- Each section has a division clearly indicating what is to follow
- The divisions follow the theme of the yearbook

Number of Possible Points – 4

Score: _____

Comments: _____

Required Elements for the Captions:

- Each event is identified with a caption
- Each event is explained for viewers
- Each photo has a caption including a description and names of the individuals pictured
- The captions are legible and well spaced

Number of Possible Points – 4

Score: _____

Comments: _____

Optional Points:

- Dedication
- Acknowledgement/Thank You

Number of Possible Optional Points – 2

Score: _____

Judges' Notations:

- _____
- _____

Number of Possible Points – 2

Score: _____

Texas Regional Yearbook Score Sheet

Total Possible Points (including optional) = 31 **Overall Score:** _____

Comments: _____

