

# Texas Regional Yearbook Guidelines



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Each yearbook submitted at the Texas Regional Convention in the spring and judged on the following criteria: Theme, Cover, Comprehensive Content, Divisions, Copy, Presentation, and Judge's Notations/Creativity. The following are guidelines used to judge each yearbook for competition.

## **Theme**

*An implicit or recurrent 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 in the content of the yearbook  
and the order in which content should appear*

**Page 4**

## **Divisions**

*A boundary or partition that serves to divide or keep separate*

**Page 5**

## **Copy**

*Cutlines, headlines and the format in which they should appear*

**Page 6**

## **Presentation**

*Overall state in which the yearbook is presented*

**Page 6**

## **Optional Points**

*Items that qualify for bonus points*

**Page 7.**

## **Requirements/ Rubric**

*Additional guidelines, specific criteria, and judging form*

**Page 8-10**

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## Theme

*An implicit or recurrent idea; a motif- used throughout the entire yearbook  
The theme may reflect the current honors study topic.*

Consider quality of the theme (it does not have to be the honors study topic), appropriateness, application to the yearbook, quality of the design, and creativity in carrying out the theme topic.

Each yearbook must have an overall theme applied to the entire yearbook. The theme may reflect the current Honors Study Topic, but any theme is acceptable if it is carried out throughout the entire yearbook. 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 proverb or quote.

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

- Unity of theme (each section relates to the overall yearbook)
- Appropriateness / Good Taste
- Continuity of the theme (all pages/ entire yearbook completely uses the theme)
- Quality of the design & creativity

## Cover

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

Consider quality of the design of the cover. Also, consider how the theme of the yearbook is reflected on the cover. The cover must include the title of the yearbook, name of the chapter, name of the school, city and state for the school, and the dates of the time-period for the yearbook.

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

The cover of the yearbook should establish an overall yearbook theme and create viewer interest to inspire the exploration of the contents.

### Required Elements for the Front Cover: (up to 6 points)

- Title of the yearbook
- Name of the chapter
- Name of the school
- City of the school
- State of the school
- Dates of the school year

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## Comprehensive Content

*Specific criteria that should be included in the content of the yearbook and the order in which content should appear*

Like any good book, the contents of the yearbook should include a title page, preamble, table of contents, divisions, and page numbers. Thus, it is imperative that page numbers are included on every page to provide easy access to specific projects (such as honors in action project or college project) or events that the viewer might like to see. The Title Page should be listed as page 1 and subsequent pages will be numbered accordingly.

A preamble, or a general statement of your chapter and the unique events that make the year special, should precede the division pages. Only one preamble is required for the entire yearbook and it should precede the table of contents and be located after the title page.

If a dedication page is included, it should be located immediately after the title page and precede the preamble. The table of contents should be located after the preamble, and at a minimum should include the page numbers for all the divisions and any major events. The first division page should be located **after** the table of contents.

If you would like to include an acknowledgement or thank you page, put these pages in the closing section of the yearbook. Additionally these pages should be in the table of contents with the applicable page numbers.

\*Please note the Dedication page(s) and Thank You/ Acknowledge page(s) are optional. These are bonus points for chapters who complete these pages and are awarded in a separate section on the rubric.

### **Required Elements for the Comprehensive Content: (up to 8 points)**

- Yearbook includes a Title Page
- Yearbook includes a Preamble
- Divisions and events clearly labeled
- Proper order of Title Page, Dedication page (if applicable), Preamble, and Table of Contents (with layout following the Table of Contents)
- Yearbook timeframe covers that calendar year: Jan 1<sup>st</sup> – Dec 31<sup>st</sup>
- Yearbook includes a Table of Contents
- Page numbers clearly labeled beginning with the Title Page as page 1
- Yearbook accurately reflects the chapter's history for the time period covered

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# Texas Regional Yearbook Guidelines

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## Divisions

*A boundary or partition that serves to divide or keep separate*

Each division should be clearly defined and represent by the four hallmarks of Phi Theta Kappa in the proper order: Scholarship, Leadership, Service, and Fellowship respectively.

This is an opportunity for each chapter to creatively demonstrate how their theme relates to their Honors in Action and College Projects and to the four hallmarks. For example, it would be easy to place your HiA project under the Hallmark of Scholarship. While the College Project might be placed under the Service or Leadership Hallmark. We understand that they have components of all four Hallmarks of Phi Theta Kappa and this is just an example of where you might place them. The purpose of each division is to highlight one of the four hallmarks in the projects and events in which your chapter has been involved during the preceding year.

Each division has a cover page clearly indicating which division is to follow.

Additional divisions may be added at the discretion of the chapter, such as a memorabilia division that would include souvenir items, a Thank You/Acknowledgements division, or coverage of events related to the College rather than the Society. These sections would be directly after the four hallmark divisions.

If you choose to have an actual Thank You/Acknowledgements and memorials section, this would be included in the closing section of your yearbook.

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

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

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## Copy

*Material, such as a manuscript, that is to be set in type- Cutlines, headlines and the format in which they should appear*

Each event should have a headline and body copy (a paragraph explaining the activity and providing information about the event). Each photograph should have a cutline identifying the event and the names of the persons important to that action.

The lettering for the copy should be legible, appropriate in size and well spaced.

### Required Elements for the Copy: (up to 4 points)

- Each event is identified with a headline
- Each event includes a paragraph (body copy) to provide information or explain the event
- Each photo has a cutline including description or the names of the individuals in the pictures
- The copy is legible, well-spaced, appropriate in size

## Presentation

*The state of being presented- Overall state in which the yearbook is presented*

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

Presentation is very important. You could choose to go with a traditional yearbook style, a slick digital printout style, or somewhere in between. Whatever your chapter chooses to do, it is important to remember to be clear in regard to your theme, divisions, events, photos, and page numbering.

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

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

# Texas Regional Yearbook Score Sheet

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## **Optional Points**

*These two items can be used for up to 2 bonus points (one point each).*

- Dedications are located directly after the Title Page (optional)
- Thank You/ Acknowledgements are at the end of the yearbook. (optional)

# Texas Regional Yearbook Score Sheet

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Chapter Name: \_\_\_\_\_

College Name: \_\_\_\_\_

Title of Yearbook: \_\_\_\_\_

Year: \_\_\_\_\_ Chapter Advisor: \_\_\_\_\_

## Required Elements/ Rubric

### Required Elements for the Theme:

- |   |  |
|---|--|
| <input type="checkbox"/> Unity of theme (each section relates to the overall theme) | <input type="checkbox"/> Continuity of theme (all pages/ whole yearbook completely uses theme) |
| <input type="checkbox"/> Appropriateness/ Good Taste                                | <input type="checkbox"/> Quality of design, & creativity                                       |

Number of Possible Points – 4

Score: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Required Elements for the Cover:

- |  |  |
|--|--|
| <input type="checkbox"/> Title of the yearbook | <input type="checkbox"/> City of the School        |
| <input type="checkbox"/> Name of the chapter   | <input type="checkbox"/> State of the School       |
| <input type="checkbox"/> Name of the school    | <input type="checkbox"/> Date of the Calendar Year |

Number of Possible Points – 6

Score: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Required Elements for the Comprehensive Content:

- |   |   |
|---|---|
| <input type="checkbox"/> Yearbook includes a Title Page   | <input type="checkbox"/> Yearbook covers Jan 1 <sup>st</sup> through Dec 31 <sup>st</sup>     |
| <input type="checkbox"/> Yearbook includes a Preamble   | <input type="checkbox"/> Yearbook includes a Table of Contents                                |
| <input type="checkbox"/> Divisions and events are clearly labeled   | <input type="checkbox"/> Page numbers clearly labeled beginning with the Title Page as page 1 |
| <input type="checkbox"/> Proper order of Title Page, Dedication Page (if applicable), Preamble, and Table of Contents is followed | <input type="checkbox"/> Yearbook accurately reflects chapter's history for the past year     |

Number of Possible Points – 8

Score: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Required Elements for the Divisions:

- |  |   |
|--|---|
| <input type="checkbox"/> Each of the four Hallmarks is represented | <input type="checkbox"/> The Hallmarks are in order |
|--|---|



# Texas Regional Yearbook Score Sheet

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- Each division has a cover page clearly indicating which division is to follow

- The divisions follow the theme of the yearbook

**Number of Possible Points – 4**

**Score: \_\_\_\_\_**

**Comments:** \_\_\_\_\_

## Required Elements for the Copy:

- Each event is identified with a headline
- Each event includes a paragraph (body copy) to provide information or explain the event

- Each photo has a description or the names of the individuals are listed for the picture
- The copy is legible, well-spaced, and appropriate in size

**Number of Possible Points – 4**

**Score: \_\_\_\_\_**

**Comments:** \_\_\_\_\_

## Required Elements for the Presentation:

- Construction of the yearbook is sturdy
- Grammar is flawless

- Spelling is flawless

**Number of Possible Points – 3**

**Score: \_\_\_\_\_**

**Comments:** \_\_\_\_\_

## Optional Points:

- Dedication Page
- Thank You/ Acknowledgements

**Number of Possible Bonus Points – 2**

**Score: \_\_\_\_\_**

## Special Judges' Notations/Creativity

\_\_\_\_\_

\_\_\_\_\_

**Number of Possible Points – 5**

**Score: \_\_\_\_\_**

# Texas Regional Yearbook Score Sheet

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Total Possible Points (including bonus) = 36

Overall Score: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Special note:** The Judges' Notations/Creativity points are purely subjective. Please remember that many categories have overall creative components in their descriptions. It is up to you, the chapter, to how well you explore your creative talents. These points are awarded at the discretion of the judge for yearbooks that exceed the basic criteria. The items looked at for awarding Creativity Points include: presentation and quality, interest and inspires exploration, and creativity. We like to see that maximum effort has truly been put into your yearbook. (Use this to your advantage!)