

TIMELY TIPS

Writing

What goes in a Colophon

OBJECTIVE

Students will understand the purpose and components of a yearbook colophon and be able to create a draft colophon for their own yearbook.

MATERIALS NEEDED

- Examples of yearbook colophons (physical or digital)
- A projector to read and watch the [A Step-by-Step Guide to Writing a Yearbook Colophon Coverage Starter](#) at walsworthyearbooks.com/yearbook-colophon

PART 1


INTRODUCTION & EXPLANATION (15 MINUTES)

Activity: Begin by asking students if they know what a colophon is. If not, explain that a colophon is a statement at the end of a yearbook that provides information about its creation and the technical details involved in its production.

- Highlight the importance of giving credit to the staff and documenting the technical aspects of the yearbook.
- Show examples of colophons from other yearbooks, pointing out the different types of information included. A collection can be found [here](#).

PART 2

COLOPHON ANALYSIS & BRAINSTORMING (20 MINUTES)

Activity: Read and watch the A Step-by-Step Guide to Writing a Yearbook Colophon Coverage Starter as a class, then divide students into small groups. Provide each group with a different example of a colophon. Have them analyze the colophon and identify the components listed on the right side of the page. 

- Have each group share their findings with the class. Discuss the variations in colophons and what makes each one unique.
 - Have students brainstorm the specific information they will need to include in their own yearbook's colophon.
- Start a class list of the equipment used, the software and the staff roles.

PART 3

COLOPHON DRAFTING (10-15 MINUTES)

Activity: Have students begin drafting their own colophon using the brainstorm list and examples analyzed. Remind them to be specific and accurate in their descriptions and emphasize the importance of clear and concise writing.

Wrap-up: Have editors compile the information collected into a final colophon for your book.

Key Components of a Colophon (List on whiteboard/projector):

Yearbook Specifications:

- Printer/Publisher
- Number of pages and number of copies
- Paper stock
- Font styles and Formula Colors used (and/or CMYK blends)
- Cover material and/or special applications
- Price of the yearbook to purchase

Equipment Used:

- Cameras (models and types)
- Computers and software used
- Other relevant equipment

Staff Information:

- List of all staff members and their roles (editor-in-chief, photographers, writers, designers, etc.) as well as the adviser's name

Theme Explanation:

- A brief description of the yearbook's theme and its significance.

Acknowledgements:

- Thank you to individuals or groups who contributed to the yearbook (e.g., faculty, parents, community members, company sales representative, customer service representative, etc.)
- Any scholastic journalism organizations you are a part of as well as awards and recognitions the book has received