

CHECKLIST FOR BEST RESULTS

Students should practice writing and illustrating on 8½" x 11" paper or print your chosen template from our website (go to schoolmatepublishing.com, the "Teachers" tab, then "Printable Material"). Follow our checklist for great looking books!

DO ← Checklist for Best Results: → DON'T

- DO** limit students to 2 pages each (10-33 students) or 1 page each (34-66 students).
- DO** keep text and artwork ¼" away from sheet edges. Any items closer than ¼" may not appear on final printed pages. Use only **ONE SIDE** of the sheet.
- DO** create artwork using **standard color markers**. Allow a color to dry before using another to avoid color smudges.
- DO** write text with a **black marker or black Sharpie®**. To reduce errors, students should write lightly in pencil, and then carefully trace over the pencil with a black marker.
- DO** complete the **4 extra pages**: title page, dedication page, and 2 personal pages. The teacher should complete these.
- DO** fix smudges or errors with correction tape; otherwise it will appear in the final printed book. It helps if students work with clean hands and have a clean workspace.
- DO** include a wallet-sized student photo (optional). Photos (originals only) are limited to **ONE** per student.
- DO** securely adhere photos on all edges. Use a glue stick or rubber cement. Allow glue to dry before stacking pages to prevent damage.
- DO** allow students to type text. Use easy-to-read fonts. Print on your own printer paper or our blank templates, P1 or L1.
- DO** make sure all pages are numbered and in the correct order (see the storyboard). If replacement pages are used, adhere a page number sticker to correct the page number.
- DO** prepare digital files at the correct resolution. Go to schoolmatepublishing.com/resources/DigitalPhotoSpecs.pdf.
- DON'T** use tape, staples, or globs of glue to adhere items. Our scanners pick up fine detail, even tape!
- DON'T** use the following: pencil, colored pencils, light-colored, neon or highlighter markers, crayons, water-colors (or other paint), gel pens, or anything with glitter or metallic properties.
- DON'T** use more than **ONE** photo per student on pages.
- DON'T** use scrapbook items or other elements that are raised (not flat), since items cannot be accurately replicated.
- DON'T** use photocopies of photos – they print poorly.
- DON'T** submit copyrighted or trademarked material (e.g., logos, cartoons, images from print or web, etc.). If you submit this, your order may be delayed.
- DON'T** erase pencil marks because they may smudge.
- DON'T** leave writings in just pencil. Be sure to trace over writings with a black Sharpie®.
- DON'T** stack pages with wet glue or colors. It causes damage if we have to separate pages.
- DON'T** submit more than **2 pages per student (for books with 10–33 students) or 1 page per student (for books with 34–66 students). 70 pages max. Orders over this limit may be declined.**

Items from the "Don't List" above affect our ability to scan pages successfully. Book quality is determined by the quality of the material submitted. Some colors cannot be reproduced accurately or drop out completely i.e. yellow, pink, lavender, etc. **We are not responsible for color and quality if you don't adhere to our guidelines. We do NOT make any alterations or corrections.**

Use standard color markers for best results.



IMPORTANT:

Students are limited to **2 pages** each for 10–33 students
or
1 page each for 34–66 students

Books cannot exceed the limit.

We reserve the right to deny books that exceed the allowed page limit.

Call: 800-516-8339

Email: publish@schoolmate.com

Classroom Book Order Tracker

Use your online account and/or this form to track parent orders and book distribution.
 Keep for your records. Do NOT send to School Mate®

	Student Name	Parent Turned in Order Form?		Bought Book(s)?		# Books Bought	Book Price	\$ Due	Payment Received?		Books Received?
		Yes	No	Yes	No				Yes	No	Yes
Example	Taylor Smith	✓		✓		2	\$25.00	\$50.00	✓		
1.							\$25.00				
2.							\$25.00				
3.							\$25.00				
4.							\$25.00				
5.							\$25.00				
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30.							\$25.00				
31.							\$25.00				
32.							\$25.00				
33.							\$25.00				

This form accommodates 33 students, the maximum number of students (each with 2 pages in the book). If you are using 1 page per student, the maximum number of students is 66. Copy this sheet for extra students.

Total # Books

Total \$ Due

**Transfer totals to
 Classroom Book Order Form**