

# Yearbook Ratings & Evaluation Contest

Northern Interscholastic Press Association

Evaluation form edited and adapted by Elizabeth A. Walsh, M.J.E.

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Yearbook name: \_\_\_\_\_  
School name: \_\_\_\_\_  
School address info: \_\_\_\_\_  
Division #: \_\_\_\_\_

## NIPA YEARBOOK POINT SYSTEM

<b>All-Northern</b>	<b>775-1,000</b>
<b>First Class</b>	<b>650-774</b>
<b>Second Class</b>	<b>550-649</b>
<b>Third Class</b>	<b>549 or fewer</b>

### SPECIAL CATEGORY RECOGNITION:

At the sole discretion of the judge, a yearbook may receive special recognition in one or more of the following categories:

- III (Sectional content)
- V (Layout)
- VII (Photography)
- VIII (Copy writing)
- IX (Theme)

This award is based on excellence in that category, and is usually reflected by that book's earning the highest points received in that category.

# I. External Features (50 points)

## Cover:

Design is attractive and material is durable. Title, name of book, and date are included and easily distinguished. Spine includes name of school, name of book, year and volume of publication.

(30 points)

\_\_\_\_\_pts

*Superior work points: Design represents student creativity. Cover is well coordinated with the yearbook theme and creates thematic elements (words, graphics, concepts) that will tie in to other elements in the book (section dividers, theme spreads, endsheets, and internal spread designs).*

(5 points)

\_\_\_\_\_pts

## Endsheets, paper used for internal pages, book binding:

Free from distracting and irrelevant features (e.g. artwork for no apparent reason or information and/or pictures about the yearbook staff), satisfactory in quality and performance. Endsheets may be left blank because of financial reasons-if they are, a score of 7/10 points will be automatically assigned for this category.

(10 points)

\_\_\_\_\_pts

*Superior work points: Endsheets contribute significantly to book theme and are well coordinated to complement the cover with similar elements. Front endsheets may be used for table of contents information. Back endsheets may be used for colophon information. If endsheets are left blank, no points will be awarded in this category.*

(5 points)

\_\_\_\_\_pts

JUDGE'S ADDITIONAL COMMENTS:

**Total Points  
For this section:**

\_\_\_\_\_  
**(50 possible)**

## II. Reader Aids (90 points)

### Title page:

Lettering is suitable size and typeface choice is easy to read. Title, date, school, city, state, zip code, and volume number are included. Student and faculty population information may also be included. Page is free from distracting or irrelevant materials. Page may include a photo or artwork that ties into the theme.

(10 points) \_\_\_\_\_pts

*Superior work points: The design is attractive and matches the cover, book theme and overall style. Photo selected is appropriate for thematic development and is properly captioned.*

(5 points) \_\_\_\_\_pts

### Table of contents:

Table is easy to find and read. Division headings are clear in meaning and correspond to the terms on division pages. Accurate page numbers for are included in the table.

(10 points) \_\_\_\_\_pts

*Superior work points: Table is especially attractive, unusually interesting or specifically coordinated with cover, theme and overall book design.*

(5 points) \_\_\_\_\_pts

### Division Pages:

Whether company stock or student design, they clearly announce a section division. If single pages are used, they clearly delineate the next section's beginning and are free from obvious pictorial blemishes. All photos have captions.

(20 points) \_\_\_\_\_pts

*Superior work points: Division pages show effective, creative effort in design, graphic elements, picture choices, copy and skillful theme development. Original student work is evident.*

(10 points) \_\_\_\_\_pts

### Folios:

Page numbers are easy to find and read; not consistently omitted or moved around the spread's design to an extent that would confuse the reader. Information is accurate. May include spread designers, writers, photographers.

(5 points) \_\_\_\_\_pts

### Index:

All students, faculty members and organizations are listed in alphabetical order by last name with all pages on which they appear. Advertisers (if any), and topics of interest appear (English, math, football, baseball, KEY club, FFA, etc.) with corresponding page numbers.

(10 points) \_\_\_\_\_pts

**Colophon:**

Information regarding printer; professional photographer; printing specifications; typefaces or font families used; computer hardware and software used, camera makes and models, camps or conferences staff attended that influenced thematic development; awards won by previous year’s book in local, state, regional, and national contests or evaluations; journalism honors current staff members received; a complete staff listing that includes positions on staff as well as adviser information; listing of all memberships in journalism organizations for both adviser and school; and any other pertinent information is present. The label “colophon” is spelled correctly.

**(5 points)**

\_\_\_\_\_pts

**Acknowledgements:**

Information on those people who are not members of yearbook staff who deserve recognition is listed. This could include yearbook representatives, administrators, teachers who offered special assistance or the entire faculty for their collective assistance, professional photographers who helped by taking group and individual portraits, etc. This may be included as a part of the colophon.

**(5 points)**

\_\_\_\_\_pts

*Superior work points: Use of creative designs, thematic tie-ins, typographical style differences (underline, bold, italics, outline) or combinations of specified fonts designers used throughout the book make the pages more interesting and easy to read and understand.*

**(5 points)**

\_\_\_\_\_pts

**JUDGE’S ADDITIONAL COMMENTS:**

**Total points  
for this section:**

\_\_\_\_\_  
**(90 possible)**

### III. COVERAGE AND CONTENT AREAS (170 points)

**NOTE:** NIPA realizes that not all yearbooks are divided into these exact sections. Points should not be subtracted from books that do not fit into this particular format. However, the material listed is important to a well-rounded book and should be included in some form, regardless of the section titles.

#### **Administration, faculty and staff: The coverage includes**

- Tasteful photos, suitable in size with clearly indicated names and departments.
- Interesting short feature or sidebar material on departments or individual teacher activities; recognition of all non-certified staff.

**(10 points)** \_\_\_\_\_pts

*Superior work points: Well-written human interest stories or in-depth features concerning accomplishments or outstanding faculty performance merit extra points.*

**(5 points)** \_\_\_\_\_pts

#### **Academic program: The coverage includes**

- Photos and copy on work of departments with emphasis on activities of year rather than known generalities. Focus is on students' learning, not teachers or classes.
- Informative headlines and relevant captions.

**(20 points)** \_\_\_\_\_pts

*Superior work points: In-depth research is evident. The section is lively and adds to a student and community understanding of the special activities of the school's academic program.*

*Field trips, science labs and/or other out-of-classroom activities are covered.*

**(5 points)** \_\_\_\_\_pts

#### **Student life: The coverage includes**

- Photos of the year's important events with interesting captions.
- Informative, well-written copy, giving an accurate description of events that helped shape the students' lives.
- Presentations of the average student's involvement in school events.
- Events covered proportionately and objectively according to importance in the individual school.

**(10 points)** \_\_\_\_\_pts

*Superior work points: Creative approach in portraying and interpreting teen life in the year merits extra points. An honest effort to portray ALL aspects of student life is obvious. Student involvement in the community as well as the impact of the community's involvement in the school's activities is evident.*

**(5 points)** \_\_\_\_\_pts

**(this scoring section continued on the next page)**

**Sports: The section includes**

- Photos of all interscholastic male and female teams with identification.
- At least one action photo of each team (limited use of posed shots).
- Scoreboards detailing dates and opposing teams AND season won-tied-lost record for each team; name of sport included in scoreboard (if scoreboards are grouped separately from spread coverage or if multiple groups are covered on a single spread).
- Informative identifications in captions for all sports photos.
- Information on coaches, managers, player achievements and highlights of season appears.
- Copy and photos of cheerleaders, dance teams, and pep squads is included.

**(10 points)** \_\_\_\_\_pts

*Superior work points: In-depth reporting, thorough feature stories, sidebars, and photo/caption coverage, all aspects of the sporting events (from coaches to fans to sidelines) appear, excellent layouts that enliven the action of sports and appeal strongly to good sportsmanship and spirit merit extra points.*

**(5 points)** \_\_\_\_\_pts

**Organizations and activities: The coverage includes**

- Photos of members of groups appear in an appropriate setting: faces are clearly discernible. Identification using full names with names clearly related to faces (unless large groups of people are too large to identify individually).
- At least one action photo with a complete caption for each group appears.
- Information on officers and activities of the year appears, free from obvious or generalizing material. Mere lists of officers do not comprise entire coverage amount.
- Headlines that clearly introduce the topic or club coverage appear.

**(10 points)** \_\_\_\_\_pts

*Superior work points: Thorough research, good reporting, a wide variety of activities in photos, and a lively, appealing presentation of the material covered.*

**(5 points)** \_\_\_\_\_pts

**Seniors: The coverage includes**

- Headlines/folios on each spread that clearly identify section, add pertinent information or build thematically-related coverage of the class.
- Information on class officers and class activities appears somewhere in the book.
- Good quality candid shots with interesting captions, additional in-depth copy and designed with skill in handling layouts for portraits.
- The section increases value through factual portrayal of events.

**(20 points)** \_\_\_\_\_pts

**(this scoring section continued on the next page)**

**Underclass: The coverage includes**

- Headlines/folios on each spread that clearly identify section; Complete names easily relate to each photo; if all underclass grades are mingled, grade levels are indicated after student names.
- Information on each class's officers and each class's activities appears in this section (or somewhere else in the book).
- Good quality candid shots with additional copy on student life at grade level.

**(20 points)** \_\_\_\_\_pts

**Opening & Closing & Thematic material:**

Material presented effectively introduces and concludes the place and the people, putting them into perspective related to outstanding events of the year and theme of yearbook. Thematic pages are not used for yearbook staff coverage or editors' notes of any kind, nor do they display any inside jokes, thank you messages, etc. that would be pertinent only to the yearbook staff.

**(35 points)** \_\_\_\_\_pts

*Superior work points: Staff has displayed unique, creative and appropriate handling of sectional content in relation to the overall design of the yearbook. Book includes thematic tie-ins for title page and parting page as well as opening and closing theme pages.*

**(10 points)** \_\_\_\_\_pts

JUDGE'S ADDITIONAL COMMENTS:

**Total points  
for this section:**

\_\_\_\_\_  
**(170 TOTAL)**

## IV. BOOK STRUCTURE (90 points)

### Space allotment:

Appropriate space has been allotted to the following:

- Opening material, theme, closing (Generally 6-10 pages with title, opening, closing, parting)
- Classes (Photos are not too small and are clearly identifiable, senior portraits are not huge in comparison to other people's photos in this section)
- Administration, faculty and services (Allotted to properly identify each person and no smaller than any other people's photos in this section)
- Organizations and activities (Coverage space allotted to cover all organizations equally, group photos are of adequate size to allow for all faces to be adequately identifiable)
- Sports (Generally 2 facing pages per sport, equally allotted boys' / girls' / jv / varsity sports)
- Social events and student life (Equal coverage given to traditional topics and topics of current interest - also see Section III)

(40 points)

\_\_\_\_\_pts

*Superior work points: The value of the yearbook may be enhanced by the addition of material of local, historical or timely interest not included above. Current events sections may be student-generated or purchased through yearbook printer or other news source.*

(5 points)

\_\_\_\_\_pts

### Organization:

Material is organized into clear sections, chapters or other thematically-driven divisions easily distinguished by the recognizable table of contents. Section dividers are used to guide the reader through the book, and thematically-driven, well-written copy is included on each division spread/page.

(40 points)

\_\_\_\_\_pts

*Superior work points: Sections are set apart by creative, easily distinguishable layout styles, headlines, sectional designs or other creative elements. These elements add to the appeal and effectiveness of the book but do not confuse the reader. Sections are not required to be vastly different from one another, and may include the same basic design and font choices with specialty handling of pertinent information or items of contemporary interest.*

(5 points)

\_\_\_\_\_pts

JUDGE'S ADDITIONAL COMMENTS:

**Total points  
for this section:**

\_\_\_\_\_  
**(90 possible)**

## V. LAYOUT (150 points)

### Coverage Space Planning and Use:

Layouts are governed by a definite plan or style suitable for the size of yearbooks; designs provide necessary space for both photographs and copy (including captions or identifications for every photograph in the entire book). Visual style complements the thematic message of book and is not distracting. Design successfully unifies sections within the book, the book as a whole and provides both subject and thematic linkage.

- A dominant element is clearly placed on an internal x/y axis.
- The story package (headline, subheadline, and story) is placed appropriately to the left or right side of the dominant element to show a visual-verbal connection between these two main elements of spread design.
- All photos are captioned or identified clearly with planned caption space. Designers have worked to avoid multiple places on a single spread where numbered or collective captions are used for photo montages.
- Designers have clearly applied the “bulls eye” concept in spread design, with photos toward the inside of the spread, copy placed at their edges, and negative space to the outside.
- Designers have not allowed any important photo elements (faces or focal point of action) to be lost in the gutter of a left-to-right-crossing element or run off the page in a full bleed photograph.
- All action on the page faces inward to hold readers’ attention instead of directing it off the page by having people or action face away from the center of the page.
- Clear folios are on each spread, if not each page. Folios include both page number and topic of spread. Sections are identified with some kind of folio marking or design tool. Folios may be thematically-designed or may have additional coverage of people or information in them.
- In cases of single-page design, basic design rules still apply, but no elements cross the gutter. Single-page design may be used to cover multiple loosely-related topics on a single spread.

(50 points)

\_\_\_\_\_pts

*Superior work points: Designers show unusual skill and creativity in presenting material through new, original styles that clearly provide a multitude of coverage options for individuals and convey different methods of storytelling for each topic in each section; designs provide an attractive overall visual presentation of the yearbook.*

(10 points)

\_\_\_\_\_pts

*Alternative Superior work points: Camera-ready and paste-up yearbooks of exceptional design quality.*

(10 points) Judges: Do not award any points here if book was not paste-up or camera-ready design.

\_\_\_\_\_pts

**(this scoring section continued on the next page)**

### **Negative (empty) Space Planning and Use:**

- Outer and inner margins clearly frame contents, and bleed photos are used only if design dictates such use.
- Inner margins are consistent, appearing neither crowded nor empty. Unplanned negative space is not trapped between photos or copy.
- Consistent internal margins (1 point, 1 pica, 1 grid, etc.) are clearly and consistently established between elements (photos, copy blocks, between/within alternative copy presentations, etc.)
- Use of negative space is for emphasis of important visual elements and does not eliminate coverage that could be presented in pictures or copy, nor does it appear overly dominant.
- Negative space is not filled with a color or clip art just to fill the space between other elements.

**(25 points)**

\_\_\_\_\_pts

*Superior work points: Use of negative space creates unusually attractive layout effects without sacrificing content. The three levels of negative space have been clearly used to create separation as well as unification of planned elements on every spread.*

**(5 points)**

\_\_\_\_\_pts

### **Typography:**

Layout adequately provides for the following uses of type:

- Headlines on all spreads avoid monotonous placement or design on every spread
- Body copy is consistent within each section and is easy to read
- Captions and identifications are placed for easy reference to photos
- Effective presentation of special copy, scoreboards, photo credits, etc.
- Proportion and selection of type on spread not overbearing or difficult to read
- Use of boldface or italic type is limited to a very specific design purpose that is clearly established throughout the design of the entire book.

**(50 points)**

\_\_\_\_\_pts

*Superior work points: Specialty fonts or font treatments used in moderation to accent design; may show clever positioning (in special blocks, art borders, etc.). Design indicates clean and inventive use of refinements in headline style – column breakers, kickers, etc. Design shows obvious skill in managing typography for best effect in every area.*

**(10 points)**

\_\_\_\_\_pts

JUDGE'S ADDITIONAL COMMENTS:

**Total points  
for this section:**

\_\_\_\_\_  
**(150 possible)**

## VI. TYPOGRAPHY (70 POINTS)

### **Type Plan:**

Designers have selected a clear and easily read typeface(s) that is (are) consistently used for body copy, captions, identification, special or alternative copy treatments and reference materials. Consistency is established in division page, headline, body copy, and captioning type size. Headlines are clearly associated with copy through placement. Columns of body copy have uniform width and are no wider than four inches each.

(30 points) \_\_\_\_\_pts

*Superior work points: Harmonious relationships exist in type selections; appropriate combinations of artistic, serif, and sans serif fonts are used to beautify the design without decorating it unnecessarily; skill in using type for powerful visual effect evident.*

(5 points) \_\_\_\_\_pts

*Alternative Superior work points: Type on camera-ready or paste-up books is set by students, and is not set at publisher or by any adult.*

(5 points) *Judges: Do not award any points here if book was not paste-up or camera-ready design.* \_\_\_\_\_pts

### **Type Fitting:**

Copy elements fill allotted spaces; ragged bottom of column effects caused by short paragraphs or short last lines avoided through proper editing of material - **not** type fitting through type size enlargement/reduction or changes in leading or kerning. Parallel type units balance in line width and depth. Type not trapped between photos. Copy blocks separated from other shapes on page using margin rules set for photos.

(30 points) \_\_\_\_\_pts

*Superior work points: Special type variations (overprinting, reverses, special artistic treatments, or applied type) add to overall design and are attractive and appropriate but do not create possible confusion for the reader or a "visual circus" effect.*

(5 points) \_\_\_\_\_pts

JUDGE'S ADDITIONAL COMMENTS:

**Total points  
For this section:**

\_\_\_\_\_  
**(70 possible)**

## VII. PHOTOGRAPHY (150 points)

### **Quality:**

Focus, contrast and lighting are of high quality. All photos free from artistic software special effects for no thematically-driven reason.

Photos processed with film in a darkroom are free of dust, lint, scratches, excessive graininess, distracting shadows and burned-out or washed-out effects avoided.

Digital photos are not washed out due to excessive white balancing or strangely colored due to poor color balancing.

Digital photos are not pixilated due to poor resolution.

Digital photos may be enlarged, but are not improperly stretched either too wide or too tall to fit in a photo box, but are cropped and placed appropriately to original proportions.

**(45 points)** \_\_\_\_\_pts

*Superior work points: High quality of student photographic work merits extra points.*

**(5 points)** \_\_\_\_\_pts

### **Composition:**

Group shots arranged so all faces are visible and back rows appear equally as wide as front rows (more students are in back rows to eliminate perspective issues).

Candid shots, actual and posed, have realistic variety and strong centers of interest. Depth of field is appropriate to focus on action of photo and not other elements.

Photos are not flipped horizontally to reverse the action or integrity of the original document.

Photos are not obviously altered using artistic software without being labeled as “photo illustrations” with the exception of COB (cut out background) photos, which are an apparent alteration to any reader.

**(40 points)** \_\_\_\_\_pts

*Superior work points: Thoughtful composition by student photographer provides a special interpretation of school and student life. Artistic use of composition is beautifully executed.*

**(10 points)** \_\_\_\_\_pts

**(this scoring section is continued on the next page)**

**Cropping:**

All photos are cropped to exclude unnecessary or distracting elements in the background and provide a point of visual focus for readers. Cropping that cuts off tops of heads, feet, or other body parts (unless done intentionally for specific visual effect as evident from advanced design and obvious continuity on all spreads) is avoided. Group photos are cropped at the waist of people in the front row and approximately 1 pica above the heads of the people in the back row.

**(30 points)** \_\_\_\_\_pts

*Superior work points: All photos properly cropped to the rule of thirds, with no photos cropped to directly center on subject or action other than portrait panel pictures. Use of one or more of these photographic composition principles is evident in most (f not all) photos, but appears specifically in dominant photos: special angle of photo, framing, leading lines, repetition, selective focus, color echoing, symmetry, asymmetry, special lighting effects, etc.*

**(10 points)** \_\_\_\_\_pts

*Superior work points: A large percentage of high-quality student (not professional) work merits extra points. This can only be determined if photo credits are used on all photos except portrait panels.*

**(10 points)** \_\_\_\_\_pts

JUDGE'S ADDITIONAL COMMENTS:

**Total points  
for this section:**

\_\_\_\_\_  
**(150 possible)**

## VII. COPY WRITING (140 points)

### Headlines:

Headlines are free from repetitive, obvious or dull material. They add interest and pertinent information to the story. All headlines are mechanically correct, eliminating unnecessary words according to journalistic style. No headlines are mere labels of topics (the football spread is not headlined with "Football"). Subheadlines (if used) are written in journalistic style and use past tense.

(40 points)

\_\_\_\_\_pts

### Captions:

Well-written captions identify all subjects when possible, are clearly related to the photo, avoid trite editorial comment and avoid use of the same structure (opening with a variety of participles, gerunds, subordinate clauses, prepositional phrases, quotations, etc.). Captions are not inadequate in description of action, in poor taste or libelous.

(40 points)

\_\_\_\_\_pts

### Body copy:

All body copy shows evidence of research, in-depth interviewing and careful thought. It is meticulously polished to present facts, statistics, and quoted material from those involved in a concise, interesting manner while eliminating verbosity or redundancy. It is suitable to the subject and increases the reader's appreciation and understanding of specific points of interest.

(50 points)

\_\_\_\_\_pts

*Superior work points: Writing is informative, specific and interesting. Leads begin with colorful interest words and feature the most interesting material in the copy block. Story flows naturally with clear descriptions, appropriate transitions, and each included quote provides new and pertinent information.*

(10 points)

\_\_\_\_\_pts

JUDGE'S ADDITIONAL COMMENTS:

**Total points  
for this section:**

\_\_\_\_\_  
**(140 possible)**

## **IX. THEME (60 points)**

### **Unifying factor:**

The entire yearbook is planned to express a basic theme or an editorial point of view that unifies the book and helps to create a mood for the reader both visually (design) and verbally (catch phrase or theme title). The theme is timely and relevant to the individual school and avoids clichés or trite subjects. This is not a theme that could be used at any school in any year because the theme copy explains its significance to this school and this year clearly.

**(50 points)**

\_\_\_\_\_pts

*Superior work points: Especially creative copy is incorporated with excellent visual effects (photographic or design) The reader is emotionally impacted by the combination of copy and visuals on thematically-related pages (title, opening, dividers, closing, parting). The mood is felt not only in the opening and closing pages, but it is also carried into each section and calls attention to special skills in handling the combined media in each section's storytelling and design content.*

**(10 points)**

\_\_\_\_\_pts

JUDGE'S ADDITIONAL COMMENTS:

**Total points  
for this section:**

\_\_\_\_\_  
**(60 possible)**

## **X. SPECIAL EFFECTS (30 points)**

### **Effects:**

Within budget and staff limitations, shades of black, tool lines, artwork and special photography treatments have been used in an attractive but not distracting way. Effects are used for a clear purpose and are well integrated into the design of the page in accordance with the theme's tone. Where used, colors are attractive and appropriate. Color is not used to fill space. It does not distract the reader from what should be the focal point of the design.

**(25 points)**

\_\_\_\_\_pts

*Superior work points: Exceptional student work shows a masterful understanding of the use of graphic design concepts to create visual impact.*

**(5 points)**

\_\_\_\_\_pts

**NOTE:** The advertising section of yearbooks is not rated in this contest because some schools do not solicit advertising. While advertising is not required for a strong publication, NIPA encourages including it when possible because selling and designing advertising is an integral part of any student's training in the field of journalism and communications. NIPA may choose to give special recognition to superiorly-designed and executed advertising presentations in yearbooks in the form of an award.

JUDGE'S ADDITIONAL COMMENTS:

**Total points  
for this section:**

\_\_\_\_\_  
**(30 possible)**

**NIPA YEARBOOK JUDGE'S  
SCORING SHEET SUMMARY**

This school yearbook, \_\_\_\_\_,  
Division \_\_\_\_\_ has been awarded the following points in each category:

- I. External features \_\_\_\_\_pts (50 possible)
- II. Reader aids \_\_\_\_\_pts (90 possible)
- III. Sectional content \_\_\_\_\_pts (170 possible)
- IV. Book structure \_\_\_\_\_pts (90 possible)
- V. Layout \_\_\_\_\_pts (150 possible)
- VI. Typography \_\_\_\_\_pts (70 possible)
- VII. Photography \_\_\_\_\_pts (150 possible)
- VIII. Copy writing \_\_\_\_\_pts (140 possible)
- IX. Theme \_\_\_\_\_pts (60 possible)
- X. Special effects \_\_\_\_\_pts (30 possible)
- This yearbook's total: \_\_\_\_\_pts (1,000 possible)**

**Based on the points earned, this book is awarded the following rating:**

**RATING**

(All-Northern, 775-1,000; First Class, 650-774; Second Class, 550-649; Third Class, 549 or less)

.....  
Judges are asked to provide information to the schools they judge to allow these schools to improve future publications by seeking advice and feedback once they have reviewed this evaluation. Please include the following information to complete your evaluation of this school's publication.

**Judge's name:** \_\_\_\_\_

**Judge's affiliation to journalism or publishing:** \_\_\_\_\_

current or former middle school or high school adviser; current or former professional in writing, editing, design, publishing;  
current or former college professor in journalism, communications studies, mass media, design, or public relations;  
current college student majoring in journalism, communications studies, mass media, design, or public relations

**Address:** \_\_\_\_\_

**City, state & zip:** \_\_\_\_\_

**Phone:**(\_\_\_\_) \_\_\_\_\_ **E-mail:** \_\_\_\_\_