

黎明中文學校 年刊製作準則

- **畢業班班級家長會** 第一次班級家長會選出年刊總編輯，應屆畢業生(或家長)自願，或由導師指派皆可。此人須準備花工夫，認真負責完工。
- **全體畢業生與總編輯** 請用 Microsoft Word (2003, 2007, or 2010) 文件，不建議用其他軟體。
- **全體畢業生與總編輯** 每一畢業生須交一頁「自傳」，包括最近相片、基本資料(請參照模式第 10 頁)與中文畢業感言。畢業生另可自行設計有家庭成員與黎明活動和同學相片的第二頁。左右請留邊至少半吋。
- **全體畢業生與總編輯** 請先調好相片的 pixels 大小再貼入。(在文件上拖動相片角，使相片縮小，並不會減小 pixels。pixels 太大會把文件總 size 變得太大，而又不會讓相片變得更清晰。) **1200 pixels x 1800 pixels** 已可印出極好的 4"x6" 相片。若文件中用的圖比 4"x6" 小，請自行斟酌先縮小 pixels 再貼入。
- **總編輯** 總編輯的工作如下:
 - (a) 負責在畢業典禮前收齊其他每位同學的兩頁作品。
 - (b) *編輯畢業班的活動頁面，選擇涵蓋全班同學的相片。畢業班的大活動包括醫藥/針灸、茶道、春節主持校外慶典和畢業典禮(請參照模式第 9, 16, 17 頁)。
 - (c) *總編輯可向歷屆班母(或班父)收集歷年(從小幼至 11 班)的活動相片來編輯頁面(請參照模式第 14, 15, 19 頁)。

**(b)(c) 兩部分的總數請勿超過 10 頁。不需整頁的目錄與章節標題頁。*

 - (d) 請總編輯負責在年刊印好裝訂好後，交到畢業生的手中。
- **教務處** 五篇師長和學生代表的演講稿，請最晚在畢業典禮一結束後就收齊。格式最好是 MS Word。

- **總編輯** 總編輯應在 5 月底前將完工的 MS Word 文件 e-mail 給教務長王麗 (liwang168@gmail.com)。
- **教務處** 老師與教務處將盡力補足年刊中缺的部分，並可能稍微修改，譬如放大/縮小相片或圖片、重排各頁的前後次序、改正錯字、別字、標點附號、或間距。總頁數將整理在 **45-55 頁之間**。
- **教務處** 年刊最好在六、七月敲定。從 2013 年開始，教務處將只發行年刊的 soft copy (pdf 檔)，不再印刷。此 pdf 檔將登在 li-ming.org 供觀賞和存檔。
- **家長** 若家長要自行印刷，以下是以往的經驗：

年刊應印彩色，內頁印雙面。紙張規格如下 (可在 Staples 或 Office Depot 買到)：

Content pages: 28 lb, 98 brightness "color laser" paper - \$11.49/500 sheets

Cover pages: 67 lb, light color cover stock - \$11.99/250 sheets

年刊封底朝外，按頁數一份一份交叉相疊放在紙箱中。按下例裝訂。

可裝訂的廠家: Office Depot on Shady Grove Road, Gaithersburg, MD

(裝訂服務包括上下兩個釘書針與黏貼封面封底的深色膠帶，經數量打折後 35 本大約 US\$70。一兩天就可取貨。)

總編輯可在八月中，畢業生去上大學之前，送到學生手中。



- 年刊樣本模式附於英文 Guidance 的後面。

Li-Ming Yearbook Guidelines

- **12th GRADE PT MEETING** In the beginning of the 12th grade fall semester, during the Parent-Teacher meeting, one or two 12th grade student(s) and their parents can volunteer (or are assigned by the teacher) to be the Chief Editors for the Yearbook. The Chief Editors must commit to this task, and be aware that it will occupy a big chunk of their time and effort during the year.
- **ALL GRADUATES and CHIEF EDITORS** The Chief Editors and all graduates should use Microsoft Word (2003, 2007, or 2010) to finalize the work. Other software is not recommended.
- **ALL GRADUATES and CHIEF EDITORS** Each graduate is required to submit a mandatory page that includes a recent portrait and basic personal information (see the template on Page 10 below) along with their Chinese graduation speech. A second self-designed page (with pictures of family and/or Li-Ming activities and friends) is optional. Please leave **at least 0.5" margins** on the left and right sides.
- **ALL GRADUATES and CHIEF EDITORS** Please adjust the pixels of each photo. (Dragging a photo's corners to make it smaller in Word will not change the pixel size. Large-size photos produce huge document size and may not print any better.) A "**1200 pixels by 1800 pixels**" photo can produce very nice 4x6 prints. Smaller photos should be adjusted accordingly.
- **CHIEF EDITORS** The Chief Editors' task includes:
 - (a) Collect all other classmates' page(s) before their graduation in May.
 - (b) *Compose pages that include 12th grade class activities, with selected photos to cover all classmates. Events of interest include Chinese medicine/acupuncture, tea ceremony, Lunar New Year's emcees and performances, and the graduation ceremony (see the template on Pages 9, 16, 17 below).
 - (c) *(Optional) The Chief Editors can also contact room parents from the previous years to obtain pictures from the P3, P4, K-11th Grades (see the template on Pages 14, 15, 19 below).

Total number of pages for (b) and (c) combined **should not exceed 10. There is no need for a page of "Table of Contents" nor "Section Title" pages.*
 - (d) Distribute the published Yearbooks to each graduate.
- **CURRICULUM DEPARTMENT** The five graduation speech scripts need to be collected no later than the graduation ceremony. MS Word files are preferred.
- **CHIEF EDITORS** The Yearbook MS Word file(s) should be e-mailed to the Curriculum Department, Ms. Li Wang (liwang168@gmail.com), by the end of May.

- **CURRICULUM DEPARTMENT** Li-Ming’s teachers and the Curriculum Department will try their best to include all other portions listed in the template below. They also have the rights to make minor adjustments to improve the final product’s quality, including enlarging/shrinking the photos and graphics, re-arranging and re-sequencing pages, and correcting words, punctuation, and spacing of the Chinese/English articles. Total pages will be adjusted **between 45 and 55 pages**.
- **CURRICULUM DEPARTMENT** We recommend that the Yearbooks be finalized, printed, and bound **during the early summer** of the year they graduate. *From year 2013 on, the Curriculum Department will only issue the soft copy (in .pdf format) of the yearbook* and post it on li-ming.org for browsing and sharing.
- **PARENTS** If parents wish to produce and pay for hard copies, the previous experience of printing and binding is listed below for your reference:

The Yearbook should be printed in full color. The content pages can be printed double-sided. The paper specifications are as follows (They can be purchased locally from Staples or Office Depot:

Content pages:	28 lb, 98 brightness "color laser" paper	- \$11.49/500 sheets
Cover pages:	67 lb, light color cover stock	- \$11.99/250 sheets

Collate the pages of the yearbook with back cover facing out. Cross-stacked the yearbooks in a box. Binding of the yearbooks should be similar to the following pictures.

The binding service can be obtained from Office Depot on Shady Grove Road, Gaithersburg, MD

(The service includes 2 stapling on each copy and a dark-color binding tape on the front and back cover. The binding cost for 35 copies, after the bulk discount, will cost around \$70 including tax. The binder can finish the work within a day or two.)

The Yearbooks can then be distributed to each graduate by the middle of August, before they leave for colleges.



- A template of the yearbook is provided below.

Cover Page 封面

黎明中文學校
第 XX 屆畢業紀念冊

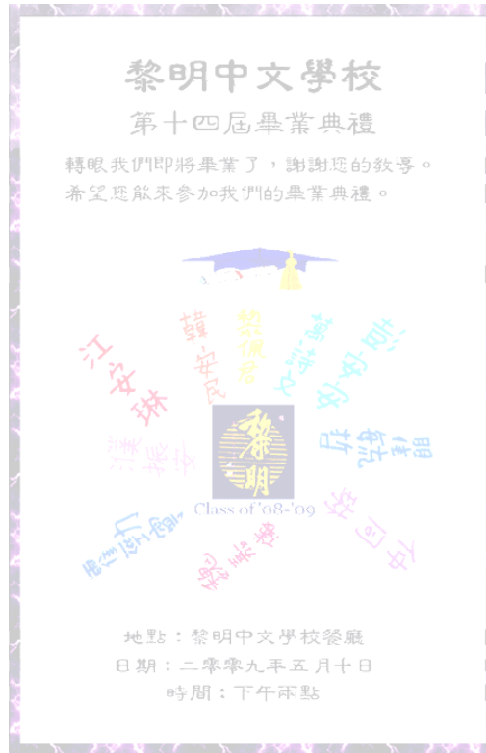
Picture
of all
Graduates



20XX 年 5 月

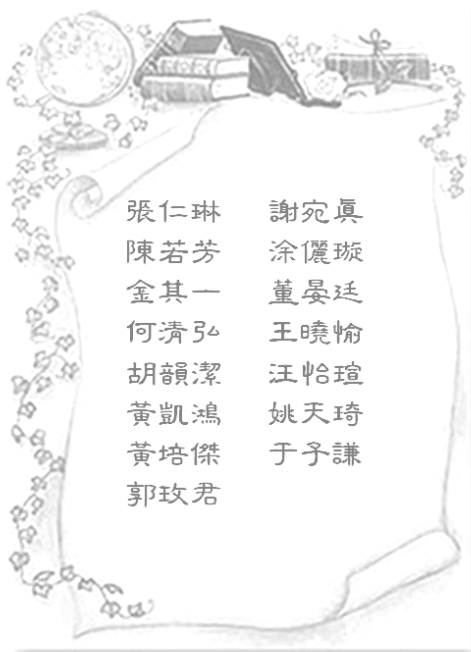
Cover Page 封面

A Picture of Graduation Ceremony Invitation Card Signed by All Graduates



第十七屆畢業生

畢業典禮



理事長代表致詞
 校長致詞
 在校生代表致賀詞
 畢業生代表致答詞
 畢業生家長代表致詞
 校園紀事
 畢業生入席
 畢業感言
 頒發畢業證書及紀念品
 學生會贈送紀念品
 禮成

成羣先生
 周孝中校長
 羅亞莉同學
 姚天琦同學
 羅昭好女士
 全體畢業生

全體畢業生
 周孝中校長
 學生會幹事

大會司儀

黃鈴雅同學

茶會



XXX 理事長的勉勵

Board
Chairperon's
Podium Picture



Board Chairperson's
Speech

x 校長、各位老師、各位家長，以及畢業班的同學們，大家好：

很高興今天能代表黎明理事會來參加你們的畢業典禮。

今年是很不平凡的一年，...

最後祝你們身體健康，在大學裡成為一個快樂的讀書人。謝謝大家。

XXX 校長的祝福

今天是我們學校第 xx 屆的畢業典禮，很高興地看著這 x 位同學，完成了在黎明的中文教育。在過去這 xx 年裡，每位同學抱著認真向學的精神，每個星期天都風雨無阻地來學校，就是這樣，一步一腳印，為中文打下了穩固的基礎。

首先，恭喜同學們，...

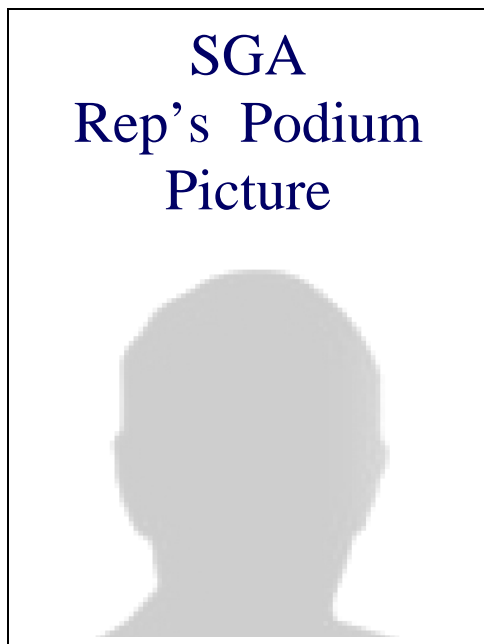
我祝福畢業生們前途光明，也希望同學們在畢業以後，能時常回到學校，探望師長跟同學。

謝謝大家。

Principal's
Podium
Picture



在校生代表 XXX 致賀詞



各位老師、家長和同學，大家好，我是
XXX。

今天我代表學生會和在校生，向各位
畢業生說幾句話。

首先我要恭喜你們...

我代表全體同學，祝福你們一帆風
順，有個多采多姿的大學生活。別忘
了有空的時候回來看我們。

謝謝。



畢業生代表 XXX 致答詞

校長、各位老師、各位家長、各位同學，大家好！我是畢業班的 xxx，我很榮幸能代表我們畢業班同學致詞。

今天是我們的畢業典禮，也是母親節。首先，我要祝所有的媽媽們母親節快樂！

...

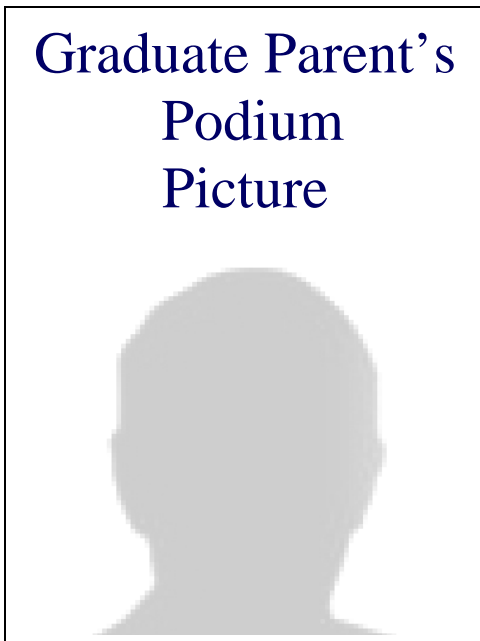
我們最後要謝的是我們的爸爸、媽媽。如果不是他們每個星期天送我們來黎明，今天我們就不會在台上與各位告別。

謝謝爸爸、媽媽！謝謝大家！

Graduate Rep's
Podium
Picture



畢業生家長 XXX 的贈言



各位畢業班的同學們、各位黎明的好朋友們：

大家午安！今天我在這裡代表所有的畢業生家長致詞，要感謝 x 理事長、x 校長、x 教務長、x 老師，還有這些年來所有教過我們畢業班的老師們。要感謝各位默默付出（搬椅子、搬桌子、安排便當、掛海報、指揮交通）的志工、老師們，要感謝各位安排武術、舞獅、舞蹈、扯鈴、躲避球、排球等等課外活動的志工老師們！謝謝你們！

...

各位同學：最後讓我用這段話祝福大家：祝你們能夠「...！」

也讓我們再一次的謝謝黎明的老師們！還有，祝所有的媽媽們「母親節快樂」！

謝謝大家。



我們的老師

注音班：XXX 老師

一 班：XXX 老師

二 班：XXX 老師

三 班：XXX 老師

四 班：XXX 老師

五 班：XXX 老師

六 班：XXX 老師

七 班：XXX 老師

八 班：XXX 老師

九 班：XXX 老師

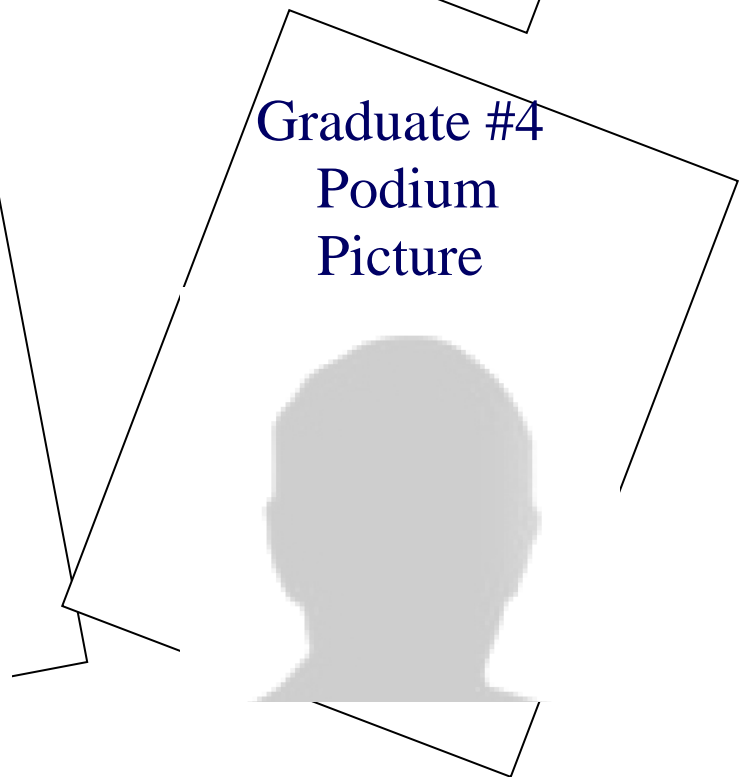
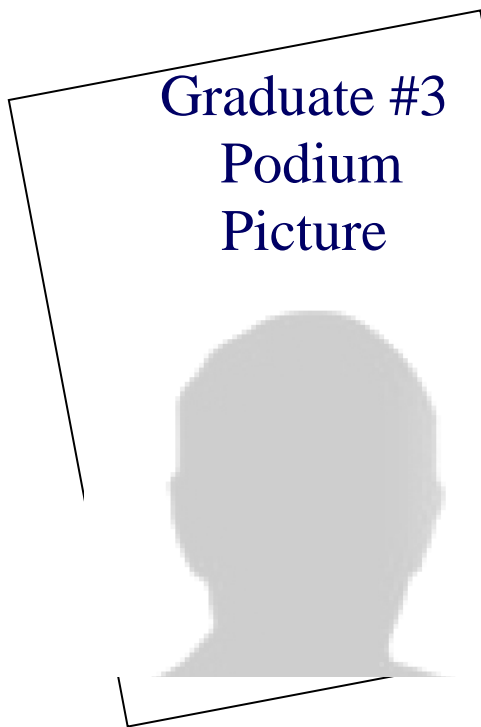
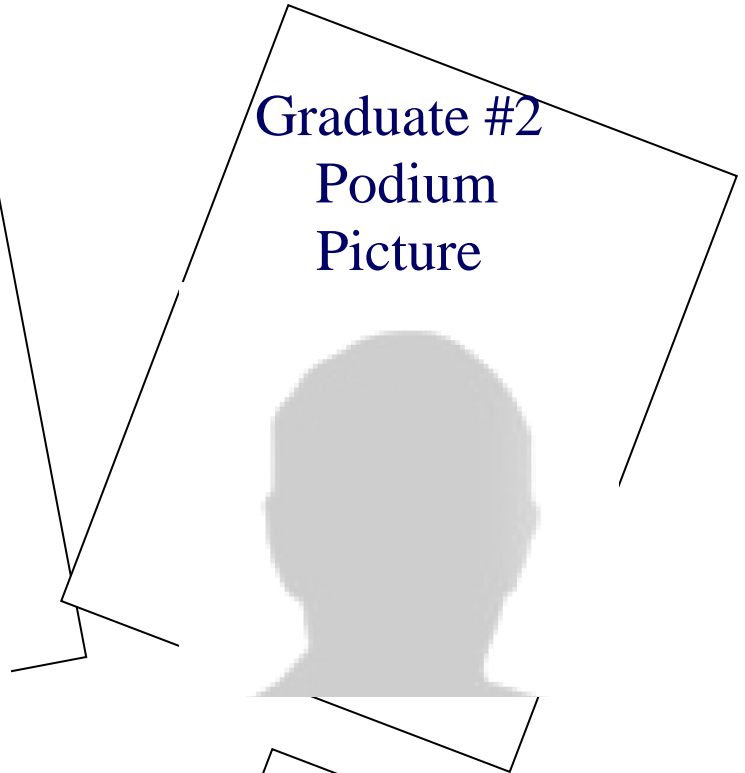
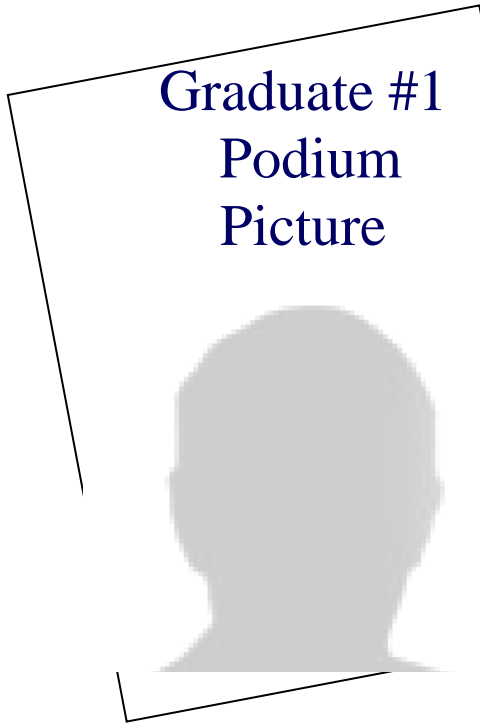
十 班：XXX 老師

十一班：XXX 老師

十二班：XXX 老師



Graduates
Podium Pictures / Outdoor Portraits
(1 – 4 pages)



Graduation Ceremony Pictures (2 – 4 pages)

Ceremony
Picture #1



Ceremony
Picture #2



Ceremony
Picture #3



Ceremony
Picture
#4



Ceremony
Picture
#4



Cake Picture



Graduate#1 中文姓名
English Name (mandatory)

Birth Date:

High School:

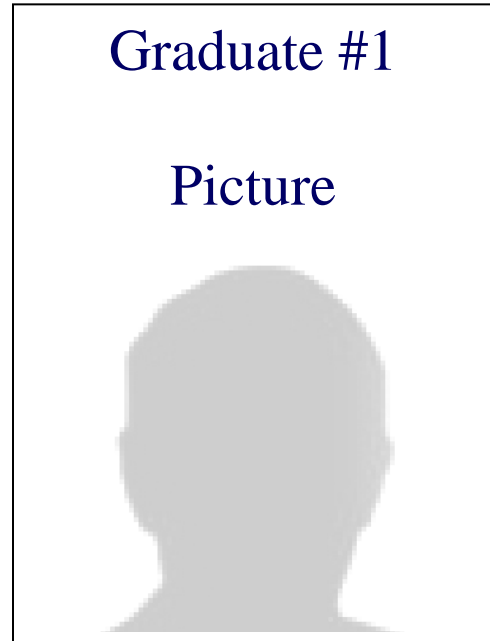
College:

Years at Li-Ming:

Hobbies:

10 years later:

Favorite quote:



Add Graduation **Speech** here:


大家好，我是xxx。今年是我第xxx年上中文學校。這些年來，我參加了很多不同的課外活動…

我學了很多中國文化與常識。

謝謝各位老師們，謝謝爸爸媽媽，謝謝大家。

Graduate #1
Self-Designed
Page (optional)

Graduate#n 中文姓名
English Name (mandatory)

Graduate #n
Picture


Birth Date:

High School:

College:

Years at Li-Ming:

Hobbies:

10 years later:

Favorite quote:

各位老師、家長、和同學，大家好。我是 xxx。

今天我要畢業了，xxx 年來，每個禮拜天，...

。在黎明，我有太多太多快樂的時光，這都會是我一生的回憶。

最後我要謝謝所有教過我們的老師，你們付出的心血和時間，讓我們學了一生受用不盡的中國知識，也教了我許多做人、做事的原則和道理。

謝謝大家！

Graduate #n
Self-Designed
Page (optional)

P3, P4, K-10th Grade
Li-Ming Pictures and
Descriptions
(1-3 pages)



11th Grade's

Activities

Pictures and Descriptions

(1-2 pages)



12th Grade's

Activities

Pictures and Descriptions –

Chinese Medicine and

Tea Ceremony

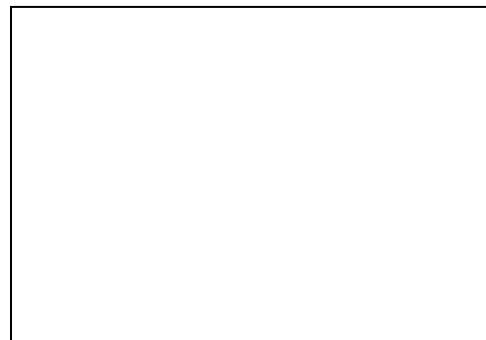
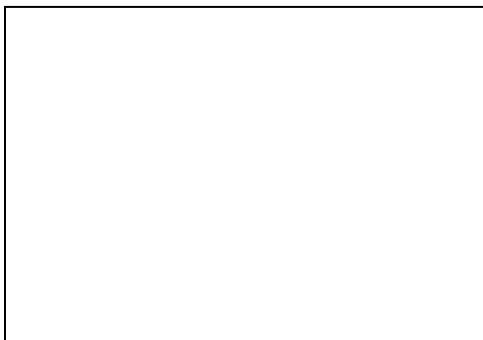
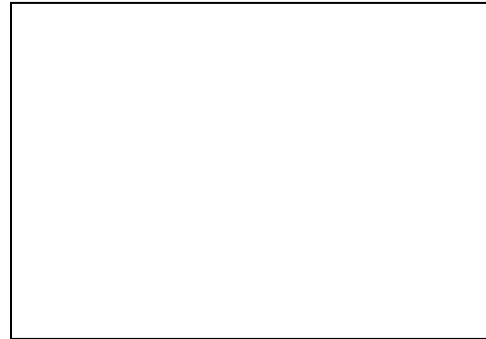
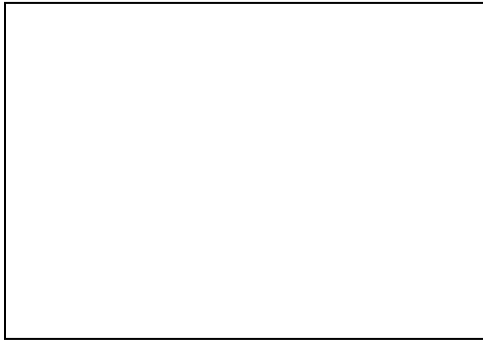
(1-2 pages)



12th Grade's
Lunar New Year Emcee
Pictures (2-3 pages)



12th Grade “Chinese Poems” for each graduate
(1 – 3 pages)



Other Memorable Subjects (optional)

Back Page 封底



出版 - 黎明中文學校
編輯、設計 - XXX、XXX
校對 - XXX、XXX、XXX
個人資料與照片 - 全體畢業班學生
活動照片 - 林孝慶、秦景虞、XXX、?
印刷 - 秦景虞

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