curious SCIENCEwriters

Editors Checklist ✔

Use this checklist to gather all the details of your story so that it can be formatted for posting to the website.

- ☐ **Story Title**

- ☐ **Story Author**

- ☐ **Author Bio** (50-75 words)

- ☐ **Science Star Bio** (100 words max)

- ☐ **Story** (in .doc, .docx, or plain text (.txt) format; 400-700 words)

- ☐ **Story Excerpt/Summary** for social media (55 words/155 characters)

- ☐ **3 Tags/Hashtags/Keywords** (separate with commas)

- ☐ **Works Cited/References**
  - Submit in a numbered or bulleted list
  - If you are including web page links please paste the entire link in the document with enough space after it so we can tell where one works cited ends and the next one begins.

- ☐ **Team Credits**
  - First Name Last Name: Team Editor
  - First Name Last Name: Team Graphic Designer

Story Images

- ☐ **Image Requirements**
  - Send feature image and story image(s) as attachments and not embedded in your story's word doc
  - Minimum size for feature images is 1400x630px
  - Minimum size for story images is 500x500px
  - Email images in jpg, jpeg, gif, png, tif or pdf format

- ☐ **Story Image Captions**
  - Note that if you are including more than one story image you should label your preferred image as #1 as there may not be enough copy length to support more than one image in the body of the post.

- ☐ **Image Credits**
  - If the image is drawn or custom created by a cSw staff illustrator please credit as follows-
  Graphic by Staff Illustrator: First name Last name

  - If the image is taken directly from the web, please credit this way-
  [Photo: " Photo Name <Insert hyperlink to photo> " by < Author > (Edited/Unedited). License: < Insert hyperlink to license >]

  IMPORTANT: Paste entire hyperlinks here rather than embedding them. This makes it much simpler to insure the correct credit is given on the cSw website. Hyperlinks from creative commons are very lengthy but should be pasted in full.