

Writer's Checklist

Please follow the below guidelines. **We will reject articles that don't meet these requirements.**

- You must submit original content that has not been published before.
- Your article must be between **900 and 1,500 words**.
- Include a **1-2 sentence summary** of your article underneath your title
- Submit articles as a Word .doc or .docx, Google Doc as per guided

Introduction

- Begin with a 1- or 2-sentence **thesis statement** that briefly and simply lays out your overarching argument
- After your thesis, include another 1 to 2 sentences that:
 - Explain why you are an authority on the topic
 - Preview the main elements of the argument – like a roadmap of the article

Article Structure

- Sections are organized and ordered so that ideas flow intuitively from one point to the next
- Each section is identified by a header label that describes the main point of the section
- Every section begins with a topic sentence that introduces the main idea of the section
- Every section ends with a concluding sentence that wraps up the main idea of the section

Images, Examples, Sources

- All terms, concepts, and steps are explained and defined clearly, using examples, images, and/or outside resources
- Includes 2 relevant images in PNG or JPEG form. We do not accept stock photos. Please use screenshots, relevant graphics, and other images that back up and illustrate your points
- Introduce and follow-up (“sandwich”) all images and quotes with context. Explain the main idea of the image/quote.
- All references to people and companies include a description of what they do and/or why they're a relevant authority on the topic

- Keep sentences short, direct, and as simple as possible: "The boy kicked the ball into the goal."
- Avoid overly complex sentences (e.g. those starting with a dependent clause: "The ball was kicked by the boy into the goal," or "Kicked by the boy, the ball powered into the goal.")
- Always use the active voice: "She goes to work."
- Avoid the passive voice: "She has gone to work." Other examples of passive voice include the word have, can, could, or would before the verb.

Conclusion

- Include an original header label with your conclusion; don't simply say "Conclusion"
- The conclusion must:
 - Restate your thesis
 - Reiterate why you are an authority and why the information you present is reliable
 - Re-emphasize the main points in your article