

[Project name] Checklist Website Contribution

Project Collaboration between:

Switzerland, Wetzikon Zurich: [...team names write here...]

India, Kerala: [...team names write here...]

Belgium, Antwerp: [...team names write here...]

Other countries: [...team names write here...]

★ Title & Header-Image of the contribution

- ☒ ☐ ☐ Is the title crisp, short and describes the contribution
- ☐ ☐ ☐ Header image (featured image), preferably self-made header pic or drawing

★ Content

- ☐ ☐ ☐ Referencing of sources (in the text, transparency, where do text/data come from?)
- ☐ ☐ ☐ Source links available (information, text, images, graphs, videos, audio, see hints below)
- ☐ ☐ ☐ Caption for images, graphs, videos existing
- ☐ ☐ ☐ Labeling/title (images, graphs)
- ☐ ☐ ☐ Mostly self-written text
- ☐ ☐ ☐ All citations, texts from third, copied texts are declared (hints see below)
- ☐ ☐ ☐ Other [...describe here...]

★ Self-made

- ☒ ☐ ☐ Text, Story
- ☐ ☐ ☐ Photos, drawings, graphs
- ☐ ☐ ☐ Video, audio
- ☐ ☐ ☐ Calculation (guess, trial)
- ☐ ☐ ☐ Interview
- ☒ ☐ ☐ Survey
- ☐ ☐ ☐ Quiz
- ☐ ☐ ☐ Vocab of technical terms (or directly in the text inside brackets)
- ☐ ☐ ☐ Other [...describe here...]

★ General

- ☐ ☐ ☐ Relation to the project description is given (e.g. City climate)
- ☐ ☐ ☐ Ideas for improvements and better solutions: e.g. alternatives, etc.
- ☐ ☐ ☐ Reviewed by experts, teachers, friends, etc.?
- ☐ ☐ ☐ Team members/authors mentioned?

★ Prepare Propagation (on The horse, category social media)

- ☐ ☐ ☐ Prepare a short crunchy text, interesting images, etc.
- ☐ ☐ ☐ Prepare for Instagram, Facebook, Twitter

★ Publish on *www.dontwastemy.energy*

- ☐ ☐ ☐ Ready for publishing
- ☐ ☐ ☐ OK from teacher (by e-mail or personally)
- ☐ ☐ ☐ Published - "Press the publish button!"

★ Propagation (suggestions on The horse)



The teams are responsible that their prepared suggestion will be published on all social media channels!



The link (URL) to your contribution on <https://dontwastemy.energy/> is: [... fill in your URL here ...]



Facebook



Instagram



Twitter

Experts' comment

[...write here...]

Reviewers, Cross-Checkers

[...write here...]

[...write here...]

Internal links

(to save-energy.tips contributions)

[...write here...]

[...write here...]



Some hints

Citations, copied text

Example:

"Iron is a chemical element with symbol Fe (from Latin: ferrum) and atomic number 26. It is a metal in the first transition series." [\[en.wikipedia.org\]](https://en.wikipedia.org)

a) Mark the text so it's identifiable as content not made by yourself using "quotes", an *italic font-type*, *font-family* or/and another optical distinct, shape, color, make a box, a different background- or font-color and so forth.

b) Remove extern weblinks inside the foreign text (exceptions are possible)

c) Set a link to the source of the text (or image), example:

linked text: [\[en.wikipedia.org\]](https://en.wikipedia.org)

link behind the text (not visible): <https://en.wikipedia.org/wiki/Iron>

d) Set the target of the Link to "new window" (o.ä.) so a new window opens when you click on it

Mind the copyrights of images and music!

You can set appropriate filters: <https://pool.the-horse.education/page/copyright-check-of-images>

(The GIANT Horse knowledge pool)