

Please make a copy of this checklist per article you edit. Please store it in the "Edited Articles" Folder for ease of access.

Name the copy: [Article Name]-PolyTechTalk Article Checklist

## Checklist

Completion Rate

#	Item	Description	Status
<b>1</b>	<b>Article Guidelines (Before Editing)</b>		
1.1	Defamation	The article does not defame anyone.	<input type="checkbox"/>
1.2	Privacy/Consent	Everyone's name is used respectfully and consentfully.	<input type="checkbox"/>
1.3	Plagiarism	All work is original	<input type="checkbox"/>
1.4	Appropriateness	Media is school appropriate	<input type="checkbox"/>
1.5	Opinion/Editorial	Is not a opinion piece or editorial.	<input type="checkbox"/>
1.6	Negative Impact	Does not impact the schools daily operations	<input type="checkbox"/>
<b>2</b>	<b>Editing (Use this after all editing changes were made)</b>		
2.1	Grammar	Mandatory grammar changes were made.	<input type="checkbox"/>
2.2	Word Choice	Word choice remains appropriate and scholarly.	<input type="checkbox"/>
2.3	General Edits	All necessary edits were made	<input type="checkbox"/>
<b>3</b>	<b>Article Guidelines (Before Posting)</b>		
3.1	Defamation	The article does not defame anyone.	<input type="checkbox"/>
3.2	Privacy/Consent	Everyone's name is used respectfully and consentfully.	<input type="checkbox"/>
3.3	Plagarism	All work is original	<input type="checkbox"/>
3.4	Appropriateness	Media is school appropriate	<input type="checkbox"/>
3.5	Opinion/Editorial	Is not a opinion piece or editorial.	<input type="checkbox"/>
3.6	Negative Impact	Does not impact the school's daily operations.	<input type="checkbox"/>

### Editors Approval

**The completion bar must be full before signing off on any article, if any issues arise please contact an administrator.**

All the above checklist conditions have been met, I have reviewed the article to the best of my ability and it meets all aformentioned guidelines.

\_\_\_\_\_  
Editor Signature

\_\_\_\_\_  
Date