

*Example Checklist Website Contribution

Project Collaboration between

Switzerland: [...team names write here...]

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

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

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

South Africa: [...team names write here...]



Title & Header-Image of the contribution



Is the title crisp, short and describes the contribution



Header image (featured image), self-made header pic or drawing preferred



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 (Food & Climate)



Ideas for improvements and better solutions: e.g. reduction of energy, waste, alternatives, etc.



Reviewed by experts, teachers, friends, etc.?



Team members/authors mentioned?



Prepare Propagation (on The horse)



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 the propagation team uploads it 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

Header image (preferably self-made)

How to set a header image: <https://the-horse1617.azurewebsites.net/horse/page/manuals>

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)

Set internal links

link your contribution to other www.dontwastemy.energy contributions with a related topic.