# \*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

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#### 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...]

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# 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?



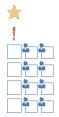
### Prepare Propagation (on The horse)

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

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- <b>4</b>	

# 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 <a href="https://dontwastemy.energy/">https://dontwastemy.energy/</a> 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: <u>https://the-horse1617.azurewebsites.net/horse/page/manuals</u>

#### 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]

**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]

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

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: <u>https://pool.the-horse.education/page/copyright-check-of-images</u> (The GIANT Horse knowledge pool)

#### Set internal links

link your contribution to other <u>www.dontwastemy.energy</u> contributions with a related topic.