



## Article Writer/Reviewer Checklist

Title of article: \_\_\_\_\_

Author's name: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Institute: \_\_\_\_\_ Date: \_\_\_\_\_

### Program Announcement and Spotlight Articles

Writer Reviewer

- Title captures the reader's attention and accurately describes the program (ie: what would someone search for in Google)
- Opening sentence states what the program is and references the most important information first
- Follows AP style
- Follows appropriate social media guidelines for referencing youth safety \*\*See page 2 for spotlight articles
- Includes at least one article-appropriate photo with proper attribution and at least one hyperlink to related material
- Paragraphs are short and writing is concise
- Author used the MSU Extension article writing template and completed all required fields

### Educational News Article

Writer Reviewer

- Title captures the reader's attention and accurately describes the content (ie: what would someone search for in Google)
- Opening sentence states the purpose of the article and references most important information first
- Clearly states the topic/problem/question and provides guidance in an easy to read manner
- Addresses a current need or program and references at least one credible source (see Article Writing Toolkit, pages 9-11)
- Follows AP style
- Follows appropriate social media guidelines for referencing youth safety
- Includes at least one article-appropriate photo with proper attribution and at least one hyperlink to related material
- Paragraphs are short and writing is concise
- Author used the MSU Extension article writing template and completed all required fields

## Notes and Comments

**Does the reviewer have other comments not previously addressed in tracked changes or unanswered questions after reading the article?**

Once completed, upload the following to PEARS-indirect activities:

- Article draft with tracked changes
- Final article or link to article
- Completed reviewer checklist
- CC reviewer when sending final article
- Add reviewer as collaborator in PEARS

\*\*Regarding spotlight articles-the purpose is to highlight the youth's individual accomplishments. You may include first name, last name, and county. Must have a signed media release on file or receive permission.

