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Blog Post Checklist

Please ensure your Capstone blog posts meet the following requirements and design elements. Each will be looked for when posts are assessed. These guidelines are meant to help ensure the professional presentation of your blog posts.

Your post must have:

- ☐ a meaningful title
- ☐ clear and concise lead (that is, first sentence or two or quote) with larger font than the rest of the body text or bolded font
- ☐ appropriate placement of headings and subheadings
- ☐ appropriate use of bolded text to highlight key ideas
- ☐ appropriate use of links
- ☐ appropriate use of block quotes for any extended quotations
- ☐ appropriate use of any author names
- ☐ appropriate Categories and Tags
- ☐ accessibility features, such as ALT text for all images

Generally, please ensure your posts:

- ☐ Are composed for a global audience, not just for the class
- ☐ Respond directly to the prompt
- ☐ Embed content that can be embedded – in other words, don't link to videos, embed them
- ☐ Use complete sentences
- ☐ Use multiple paragraphs
- ☐ Use correct spelling
- ☐ Use correct grammar
- ☐ Contain multimedia content in locations that make sense (that is, near where related content is discussed and not in one location at the beginning and end)