

## Checklist for School Buzz Articles

1. Is my article 350-500 words?
2. Have I attached a high-resolution (**at least 100 KB**) picture? 
  - a. *Tip: Please attach photos to the email in JPG, PNG, or HEIC format. When sending photos via email, you should always click “send actual size,” rather than “send small” or “send large.” DO NOT paste your photos into a Word document, unless they are also attached to the email.*
3. Have I included a caption for my picture/pictures?
4. Have I included first and last names for each person in the picture?
5. Have I included a title for my article?
6. Do I need to note photo credit for any of my photos?
7. Is the topic something that would fit in a school newspaper?
8. Is it a Word document? 
  - a. *Tip: For Google Docs, click File → download → Microsoft Word (.docx).*

Once you’ve checked all these off, email your article to [caroline@thebuzzmagazines.com](mailto:caroline@thebuzzmagazines.com).

Thanks for being a part of School Buzz. Happy buzzing!

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