

Checklist for ELi reporters:

Issue:	Question:	Yes?
Topic of article	Has an editor already agreed to the topic?	
Length of article	Is the article of an appropriate length to the topic? (The editor will give you an approximate length.) If an article exceeds 1,000 words, consider what can be cut or streamlined before submitting.	
Factual	Is the article factually correct? (Are you confident that everything that counts as a fact is represented accurately? Have you checked quotes, dates, links, name spellings, etc.?) We recommend going line by line to make sure you can verify everything. Remove or let your editor know what you cannot verify.	
No opinions	Is the article free from your own opinion and editorializing? Have you reasonably represented the various perspectives on this issue?	
Clarity	Is the article clearly written, so that a person who is relatively new to the topic can follow it? Consider looking at the ELi archives and story tags to get the relevant backstory to include AND hyperlink.	
Quotation accuracy	If you interviewed someone orally for this article without audio recording, did you at some point during the interview or in a follow-up check the quotation with that person to make sure that person agrees that the quotation is accurate? (If you used email or a recording, check those for accuracy.)	
No plagiarizing!	Is the article free from plagiarizing? (You plagiarize when you use someone's words, phrasing, or ideas without clearly giving them appropriate credit, by name, directly in conjunction with the use. Use of someone's words also requires quotation marks. If you're not sure about this, please ask!)	
Disclosures	Have you let the editor know, by adding a disclosure statement to the end of your article, if you have any potential conflict of interest that needs to be disclosed with the article? A potential conflict of interest occurs when you or someone with whom you have a close relationship may benefit (e.g., financially or in terms of reputation) from your article. When in doubt, disclose!	
Photos	If you've provided a photo and you did not take it, do you have permission for use, and have you put the credit/permission at the end of the article?	

Please remember that ELi only pays for published articles, not for drafts.