

Article Creation Check List



Task	Completed?
Add Article Headline in Capital Letters	
Add main body of article	
Set featured image (using high quality image at 800x445px)*	
Insert high quality images in your main body	
Insert Vimeo link for incorporating video content**	
Add internal links to related TU Xtra articles if applicable	
Choose a single primary category for the article	
Add Yoast SEO Focus Keyword	
Check Yoast SEO Readability advice	
Edit Yoast SEO Snippet (A short description of your article)	
Add Review type if applicable (if reviewing product or service)	
Preview the article formatting and layout (Click Preview)	
Final check for errors in content	
Change the status for submission of review or assessment and click OK***	
Submit your article for assessment or review by clicking 'Save as #####'	

Notes:

Not all articles will be posted on the TU Xtra website, lecturers will review all work and only work deemed to be of a high standard will be published to the platform.

Images with copyright watermarks will not be accepted. Images obtained from other sources, must credit the original content author/photographer/agency

*use Adobe Photoshop or Lightroom to create image in correct dimensions

** any video content added, must be uploaded to Vimeo via the TU Xtra upload tool (separate how to guide available)

*** select the status that corresponds with the module leader for assessment or 'pending review' if extracurricular work.