Checklist for Article or Essay Submissions

Editing

* I have clearly articulated the main point I want to make in my piece
* I have used examples, quotes, other specifics to help illustrate my main point
* I have edited the overall structure of my work to the best of my ability
* I have edited my word choices and sentence structure to the best of my ability
* I have explained any references and/or jargon that may be unfamiliar to a general reader
* My opening draws the reader into the text
* My ending effectively resolves my piece and leaves the reader with a memorable image or line
* I have read through and/or read aloud my work several times to ensure it flows smoothly
* I have shared my piece with a trusted colleague, friend or teacher for feedback
* I have reflected on the ways my work may connect to the sciences (broadly defined), technology and

society

* I have reflected on possible connections between my work and the annual SPACE theme (optional)

Polishing

* I have reviewed my piece for spelling
* I have reviewed my piece for grammar

Final Steps

* I have asked a teacher to endorse my submission
* I have chosen a title
* I have written a short 1-2 sentence summary of my piece
* I have written a short bio––e.g. \_\_\_\_\_\_ (name) is a \_\_\_\_\_\_\_\_ (1st, 2nd or 3rd) year student in

\_\_\_\_\_\_\_\_\_\_ (program) at Dawson College.

* I have found a copyright free image to serve as the image for my piece (see [Submissions Portal](https://space.dawsoncollege.qc.ca/space/static/submissions#form)

for links to copyright free image sites)