# Checklist for contributors

Use this checklist to ensure that your content is submitted with:

- Image metadata spreadsheet which includes:
  - Featured image (with alt text)
  - Alt text provided for all images (bullet pointed notes are fine)
- Include the primary language
- An excerpt/introductory paragraph (40 words max)
- Preferred layout for image focussed content
- Tags - these could be academic research themes, keywords

| | Criteria |
|---|---|
| | I have clarified which is the featured image (optional) (added to a copy of the image metadata template here: https://docs.google.com/spreadsheets/d/1OnqzXaDfhIGHenqFIjTx__MHcJ4i75fSNDyWXYbqY5I/edit?usp=sharing) |
| | All images have alt text (added to a copy of the image metadata template here: https://docs.google.com/spreadsheets/d/1OnqzXaDfhIGHenqFIjTx__MHcJ4i75fSNDyWXYbqY5I/edit?usp=sharing) |
| | I have clarified the primary language of my piece |
| | I have included a maximum 40 word excerpt (optional) |
| | I have let the editor know about any changes to the layout for my article |
| | I have included a list of tags for my article |

A copy of the guidelines can be found here:
https://gbgzine.com/guidelines-for-contributors/

If you have any questions, please get in touch to globalblackgeographers@gmail.com