**StoryMap Submission Checklist**

Make sure you have included all the following elements **BEFORE** submitting!

* Your transcript is a word-for-word copy from each part of the StoryMap.
  + This is a word document.
  + It is best to divide this into sections based on the StoryMaps flow (ex. Introduction, Community Concern, etc…).
  + Any section that is not completed has an outline of content that will go in that section.
  + The link to the StoryMap is included at the top of the document.
* The POC’s email is in the transcript. Use your **non-SSAI email** for any needed communication after the term.
* Make sure to mention:
  + The Earth observations and datasets used
  + What node your team is from?
  + Your partners
  + NASA DEVELOP
  + Your team members!
* **No code** is shown in the StoryMap.
* Any logos shown are only US Federal logos. **No other logos can be shown**. Cite all logos.
* If you are a continuation project, list the previous team members in the references section.
* **All images need to be cited with the image (image credit citation) and in the references section (full APA citation).**
* In the references, you need to include creative commons licensing for images used, not just their URL.
* Legal statements are included in the references section.
* If the team is using partner images, audio, footage, or images/ videos of the partners, you must get a Media Release Form and share it in your Sharepoint folder! You also need to have them fill out the Permission Statement found on DEVELOPedia, which you should then upload a screenshot of to you Sharepoint folder.
* Any recognizable individual in a video or image has a signed Media Release Form.
* **All StoryMap maps, content, and the StoryMap itself is saved into one FD folder on AGOL.**
* AGOL permissions have been set to “organization level” for the StoryMap and all content.

Check the StoryMap Tips document for other helpful suggestions!