

Checklist for reviewing blog posts

- Title of the blog post is “[first name of interviewee] [last name of interviewee] Oral History.”

Use this order for the blog post:

1. Oral history description (synopsis)
 2. Audio file
 3. Oral history transcript
- A featured image (if applicant agreed)
 - Check for the proper categories:
 - For **Academic Year**, check for the box that corresponds to the current academic term.
 - For **Community Partners**, check for the box that corresponds to the organization name.
 - For **Course Assignments**, check that the “Oral Histories” box is the only one checked.
 - Lastly, for Themes, check that the corresponding themes that align with the oral history interview topics.
 - Check the Post info and Author Info to see if the student’s name/image appears and the categories are displaying correctly.
 - Review the content for anything potentially sensitive.

Then you can publish the post!

For the submission

- The filenames should be in this format:
 - Audio: LastnameFirstname_Date(4-digit year, 2-digit month, 2-digit day)_Interview#_File# (for interviews with more than one part).
For example, FloresSylvia_2020-04-29_01.mp4
 - [LastnameFirstname of the interviewee]-transcript.pdf
 - [LastnameFirstname of the interviewee]-form.pdf
 - [LastnameFirstname of the interviewee]-image.jpg*

*If the interviewee has provided an image and is okay having it posted on the Race & Oral History website with the interview.