

Batch:			
Version	Date	Name	Edits involved at this stage
V0.1			
V0.2			
Upload to CMS – Final version sign off			

[Review period]

PO/SC to enter review period and leave a comment to seek SME comment e.g. Expert, is this review period appropriate for how fast information and advice changes in this subject area?

[Page name]

This is the article title

[Page short name]

Used in some navigation listings.

New article: Web editor to add

CR article: PO/SC to copy and paste from asset

[Group 1 title]

[Image 1]

[Image 1 copy]

[Image 2]

[Image 2 copy]

[Image 3]

[Image 3 copy]

[Group 2 title]

[Image 4]

[Image 4 copy]

[Image 5]

[Image 5 copy]

[Image 6]

[Image 6 copy]

[Group 3 title]

[Image 7]

[Image 7 copy]

[Image 8]

[Image 8 copy]

[Image 9]

[Image 9 copy]

Body copy:

Please indicate any hyperlinks in body copy using embedded hyperlinks – for example:

You can read more about [feeling stressed](#).

Please indicate any glossaries in body copy using the square bracket system – for example:

Breastmilk is a living fluid with [fatty acids](#) [glossary] that are important for baby brain development.

Glossary copy should also be included at the bottom of article.

[Glossary]

[Acknowledgements]

Standard acknowledgment for new content development is:

This picture guide was developed in collaboration with [name of collaborator, with gender-neutral title if relevant], [job description or title eg educational psychologist, Professor of Linguistics, Head of Program], [institutional affiliation if necessary] [repeat for each SME].

Standard acknowledgment copy for currency review is:

Our content is regularly reviewed for quality and currency. The last review of this picture guide was by [name of collaborator, with gender-neutral title if relevant], [job description or title eg educational psychologist, Professor of Linguistics, Head of Program], [institutional affiliation if necessary].

[References]

[Related articles]

Max of 6.

Please use embedded hyperlinks or include the asset ID for all links if someone else is uploading for you.

[External links]

SC/PO to check whether external links are still working and to advise on their replacement if necessary.

[Min and max age]

Only articles that apply to children, or children and adults, need an age range. But note that both a minimum and maximum age is required for these articles. Seek SME comment on Age range. Enter in months.

Fields below are for internal use only

[CMS Asset number - currency review only]

[Last review date]

[Next review date]

[Reviewer/s]

[SEO keyword phrases]

New article: Web editor to add

CR article: PO/SC to copy and paste from asset Notes section

Note that when these phrases appear in the titles, abstracts, headings and copy, they should appear in the exact word sequence order, spelling and tense as defined here.

[Analytics]

PO/SC to add total pageviews. NOTE, only include figures from October 1, 2018. From October 1, 2019 figures should be for past 12 months.

[Word count]

PO/SC to add word count of main body section.

[Basic Metadata > Page Title – optional]

This is the browser title. If blank, the Page name will be used as the Browser title. If this is edited it must include | **Raising Children Network** after the title.

New article: Web editor to add

CR article: PO/SC to copy and paste from asset

[Metadata-description]

This will be used on landing pages and SERP results.

New article: Web editor to add

CR article: PO/SC to copy and paste from asset

[Category/categories]

Web team to add in CMS. SC/PO to indicate canonical/default category only if there is a preference from the Content perspective.

[Translations]

SC/PO to indicate if content is translated into other languages to prompt discussion about retranslation requirements at Editorial review.