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| Abbreviations/acronyms have full description, either within the text or to be programmed in code. |  |
| Destination of URLs is hyperlinked, not the URL itself.* Proper: Visit American Nurses Association
* Improper: Visit <http://www.nursingworld.org/>
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| Citations/references have titles hyperlinked, not “Retrieved by” URL.* Proper:Noesen, S. (Speaker). (2009, April 13). [Sustainability is about managing complex change](https://www-prendismo-com.vlib.excelsior.edu/collection/viewclip/14437) [Video file, 1 min 18 sec]. Retrieved from https://www-prendismo-com.vlib.excelsior.edu/collection/viewclip/14437
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