

writing & posting guidelines

website:

URL	
due dates	do you have a regular due date, i.e. the 15 th of each month?
admin login	
admin password	
contacts	
contributor community / forum	do they have a blog or forum for writers? add your login here.
button URL	put the URL for the site button here; you'll use it often.
Facebook / Twitter	do you need to contribute to their Facebook or Twitter pages?
post date	is there a regular day your posts will go live?

posting guidelines

style guide	enter the URL of any posted guidelines
images	required size? how do they credit sources?
links	can you use affiliate links? can you link to your own blog?
word count	is there a word count range you need to abide by?
topics	any off-limit topics? or topics they'd like to see more of?
headlines	any certain HTML tags you need to use for headlines?
format	add any additional formatting notes here.
tags / categories	any guidelines for adding tags or categories?
SEO notes	do you enter meta tags, any special keywords
bio, headshot	do you add your own bio at the end of each post?

notes: any additional information you need to remember.

For example, the editor of one site I write for asked in an email that contributors not use any victorian images.

It's not in the main guidelines, but I don't want to forget, so I'll enter that here.

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posting guidelines

style guide location	
images	
links	
word count	
topics	
headlines	
format	
tags / categories	
SEO notes	
bio, headshot	

notes: _____
