

New Hampshire Writers' Network

We Live to Write and Write to Live

Blogging at www.nhwn.wordpress.com

Contact us at all@nhwritersnetwork.com

Thank you for your interest in contributing to the New Hampshire Writers' Network blog! We *Live to Write* and *Write to Live*! We welcome guest bloggers and look forward to sharing your expertise with our readers.

Below are our standard style and submission guidelines. If you have any questions, please feel free to email us at all@nhwritersnetwork.com for further details.

Style & Content Guidelines

Topics

The range of topics covered on *Live to Write – Write to Live* is broad, but all are related to the business or craft of writing. Editorial or essay forms are acceptable, as are informational and how-to content.

The list of current categories in the right-hand sidebar of the blog will give you a sense of our primary topic areas. We urge you to read several posts to get a feel for the content and tone of *Live to Write – Write to Live*.

Restrictions

- Posts cannot be promotional in nature. The post cannot directly promote your services or those of a client.
- You may include a link to your website or blog in your *byline bio*. In addition the post can link back to relevant content on your blog.
- All content must be original, authored by you and exclusive -- in full form -- to the *Live to Write – Write to Live* blog for six months from time of publication.
- We encourage you to post a "teaser" or re-blog a portion of your post on your personal blog with references and links back to the full post on *Live to Write – Write to Live*.

Style Guide

- Article length: 500 - 700 words
- Post titles: initial caps, about sixty characters in length
- Subheads: use of subheads are encouraged for readability
- Preferred format is HTML with links imbedded in the text. Please clearly indicate where photographs and illustrations should be placed within the article.
- The post should be sent as a .txt file, a Word doc or in the body of an email.

Links

- All links must open in a new window and use the following format: `Your Blog or other reference`
- Please name your links accurately. For instance, don't use "click here for information on SEO" (linking "click here"), instead use "visit SEO Masters for additional information" (with the link on "SEO Masters").
- We are flexible on the number of links in a post but please don't go too crazy.

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Graphics

Accent Image

- Each post should include a single "accent" image that will be featured at the top of the post.
- Image should be relevant to the topic but can be conceptual vs. literal.
- Format: jpg
- Size: no larger than 250 x 250
- Source: please include source information, if applicable, including the artist's name and URL for original location.

Illustrative Images

- You may include additional images such as charts, graphs, logos, videos, etc
- Please indicate in your copy where you'd like these placed by inserting the image file name in brackets. Ex: [growth_chart.jpg]
- Format: jpg
- Size: no larger than 400 pixels wide
- Source: please include source information, if applicable, including creator's name and URL to original

Byline Bio and Headshot

- Please include a +/- 50 word bio with the post.
- (Optional) You may provide a 70 x 70 thumbnail head shot to be placed next to your bio.

Attributions

- If you quote someone, either link to the original source (e.g., "According to David Meerman Scott") or spell out the entire reference as in "According to David Meerman Scott, author of ***The New Rules of Marketing & PR***."
- Titles of programs, documents, books, etc should be both bolded and italicized.

Submission Guidelines

When you send your post, please include the following:

1. Copy of your post – either as a .txt file, Word document or in the body of an email
2. Accent image
3. Byline bio of +/- 50 words
4. Optional: your bio picture
5. Optional: additional illustrative images

Do not send multiple emails. You should include all final files and information in one email. Include your name and "guest post" in the subject line.

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Promotion & Reader Interaction

- We promote all posts via Twitter and sometimes Facebook and LinkedIn.
- Guest bloggers are asked to promote their posts wherever they participate in relevant discussions.
- Please check the blog intermittently for 48 hours after publication to respond to any comments.

Reuse

The blog post must be original content. You agree not to reuse or rework the material in the post for any magazine, book publisher, newspaper, website or blog until at least six months after publication on *Live to Write – Write to Live*. We ask that any on-line republication of the entire, original post include the credit “Originally published on www.nhwn.wordpress.com.”

We encourage you to discuss the post on your personal blog and point to it on *Live to Write – Write to Live*.

Process

1. Send us your finished post(s) or topic ideas. If you send idea, please include samples or link to samples of your work.
2. If one or more of your posts or topic ideas is accepted, we will confirm publication date(s) based on the editorial calendar.
3. Please submit your post content, images and bio five days before the target publication date. Please submit all items at once. Although the Writers at *Live to Write – Write to Live* reserve the right to return materials for additional editing, polishing and proofreading, your submission should be ready for publication.
4. The Writers at *Live to Write – Write to Live* reserve the right to reject posts for any reason, including content, grammar, clarity, voice and relevance.
5. The Writers at *Live to Write – Write to Live* reserve the right to edit posts for grammar, clarity, voice and relevance and will share any feedback with you. Posts which require excessive editing will be rejected.
6. The publication date may change depending upon any required edits and your ability to turn them around quickly.
7. If your post is rejected, we encourage you to keep reading *Live to Write – Write to Live*. It will give you a better idea of what we are all about. And keep writing – that’s the best way to improve your work!
8. The Writers at *Live to Write – Write to Live* urge you to follow us on Twitter or subscribe to *Live to Write – Write to Live* so you will be automatically notified on the day of publication that the post is live. Please be available to help promote and participate in any conversation.

Thank you again for your interest in the *Live to Write – Write to Live* Community! We are delighted to have you with us!