Formatting Instructions:

* There is no specific format required for each article. It can be a full article, Q&A, case study, a video (2-5 minutes) with a short paragraph description.
* Blog posts may be narrative, persuasive, reflective, informative, explanatory, commentary, etc.
* First person stories are awesome; however, if you write a “how-to” article, then third person is fine.
* Length: Minimum is 300 words, no maximum. 800 words is the standard length. We encourage you to use as much or as little space as the topic requires, without worrying about word length.
* *Please consider reviewing previous blog posts as mentor texts and examples.*
* Your submission will be reviewed by the LiD Communications Coordinator(s). You may receive feedback to revise and resubmit. If edited, we will send the final version to you for approval before posting.

Before Submitting:

* Please check for the following:
  + Strongly articulated purpose
  + Consistent message throughout blog post that aligns with purpose
  + Clear and consistent voice
* We highly recommend and encourage all authors to use Grammarly.com (free version) to check editing, voice, grammar, and other formatting ***before*** submitting your blog post to us.
* We also highly recommend and encourage all authors to use Purdue Owl (<https://owl.purdue.edu/>) for citations within text and the reference section (APA, MLA, Chicago).

How to Submit:

* All submissions must be submitted for editing by the date given in your confirmation email.
* Please send your article in a Word document or Google Docs (not PDF). You can send an attachment or share the document using these email addresses [jdm214@shsu.edu](mailto:jdm214@shsu.edu) and [charlenealdrich@gmail.com](mailto:charlenealdrich@gmail.com)

**When submitting for editing, please be sure to include:**

* A headshot of yourself.
* A brief byline. Example: “*Elizabeth has eight years of teaching experience and is the Social Studies Department Chair at Manning High School.”*
* Any social media handles to tag when posting on social media (Twitter, Facebook, Instagram)
* Any screenshots, pictures or videos you’d like included with the post.
* We want to recognize and appreciate your efforts! If you would like your blog shared with your administration, please include their contact information.

*After you have submitted your article, it will be edited and sent back to you for final approval.* ***Questions?*** *Contact Jennifer Morrison at* [jdm214@shsu.edu](mailto:jdm214@shsu.edu) or Charlene Aldrich at [charlenealdrich@gmail.com](mailto:charlenealdrich@gmail.com)