

Blog Post Submission Guidelines

Step 1 - Topic and Structure Approval

- Choose a topic you wish to write about.
- Create the article's structure, outlining what you'll be writing about.
- Please write in US English.
- Submit your topic and outlines via our Google Form [here](#).
- Once the topic and structure are approved, you can begin working on the full article.

Step 2 - Article Guidelines

- Provide a deadline for when you expect to submit your article.
- Use headlines, subheadlines, images, and/or videos to break your content.
- Feel free to link to other articles on our blog.
- We might make edits or comments on your doc, so make a copy if you want to keep an original version of your writing.

Step 3 - Images/Videos Guidelines

- If you include images in the doc make sure to attach them as separate files as well.
- Make sure that all images are **free-use** and **include the source** for each image.

Needed author details

- Name and title
- Email
- Headshot image
- Short bio
- LinkedIn profile
- Website