



Blog *Guidelines*

Thank you for being a contributor to the IMLS UpNext blog. The IMLS UpNext blog builds our community of stakeholders and raises awareness of our mission by sharing conversations about lessons learned and what works in libraries and museums. Topics can include knowledge sharing, best practices, and thought leadership.

To ensure the highest possible editorial quality, we ask that you review and adhere to the [IMLS Commenting and Posting Policy](#) to be considered for posting, and check out our blog writing tips and resources, to the right.

At the end of your blog post, provide a sentence about yourself that indicates where you work and what you do. Be sure to include a headshot of yourself, as well as your email, your organization's website, and a short description of the mission of your organization.

QUICK TIPS

- Length should be < 750 words
- Write in first person
- Keep the tone conversational
- Don't use jargon, legalese, long titles, or a lot of acronyms
- Include high resolution images (JPEG or PNG formats) – and don't forget captions and photo credits
- Hyperlink text to refer to websites, or downloadable material and make sure all links work before submitting
- Create an attention-grabbing title

Check out these resources for additional tips:

<http://youtu.be/NN211pWXjXI>

Submit your completed blog to...



Submit your completed blog post to ocga@imls.gov. Make sure your blog is typed in MS Word and include a signed [IMLS Blog Contributor Authorization and Release](#). Also don't forget to include a completed [IMLS Photograph, Movie Film, Videotape, and/or Sound Recording Authorization Release](#) signed by whoever owns the image, with your blog post. If we are able to use your blog, we will contact you for a final edit and provide you with an estimate of when the blog will be published.