

IMLS Blog Guidelines

We are delighted that you will be a contributor to the IMLS UpNext blog. To ensure the highest possible editorial quality, blog post submissions must adhere to these guidelines and to the [IMLS Commenting and Posting Policy](#) to be considered for posting. Please maintain a conversational editorial tone and write all posts in your voice. Thank you for your time and support.

What is the purpose of the UpNext blog?

The IMLS UpNext blog supports conversation about lessons learned and what works in library and museum service including knowledge sharing, best practices, and thought leadership.

How do I submit a blog post?

Please submit your final draft to Kevin O'Connell at koconnell@imls.gov, together with a signed IMLS Blog Contributor Authorization and Release (attached). Include a one- to two-sentence summary for the IMLS Web site.

What are the formatting rules?

- Use MS Word or compatible text document.
- Hyperlinks to on-topic content are encouraged, provided the information contained in these links is not commercial or political in nature.

What are the guidelines on content?

- Posts should be between 300 and 600 words.
- They should be about libraries and museums, including but not limited to
 - success stories,
 - new programs,
 - research,
 - events, and
 - interviews.

What information should I include about myself?

You may include the following at the end of your blog post:

- a short "about the author" bio;
- your photograph; and
- your organization's name, email, Web site, and short description.

What if I want to include other photography or media content?

We encourage you to include a photo or other media content with your post. Please provide captions and photo credit. Please be sure to submit a completed [IMLS Photograph, Movie Film, Videotape, and/or Sound Recording Authorization Release](#) signed by whoever owns the image.