



Article Submission Quick Checklist

When getting ready to submit articles online, it's a good idea to ensure you have the following details. By having this information easily accessible, you will save time and be much more organized when visiting the various websites.

Be sure to read the guidelines on each website as they all have specific requirements.

- Articles saved in various formats:
 - Plain Text
 - HTML
- Title of article
- Name of Author
- Summary of article (max 50 words)
- Author's biography – standard version
- Author's biography – a short version
- Article topic/Sub topics
- Article
- Number of words in article
- Byline – 50 words or less (info about author, link to website, enticement to get people to link to website)
- Email address (suggest using an email address other than your business one)
- Author's picture
- Copyright details and permissions