

## Submission Guidelines

- Schedule your post's publish date. Contributions typically go live on Fridays. Email Karrie Fuller at [kfuller2@nd.edu](mailto:kfuller2@nd.edu) for available weeks, or to schedule a different weekday.
- Once scheduled, if this is your first contribution to the site, you will receive an email from the site that provides the link and log in information for you to access our blog. Check your spam or junk box if you do not see it in your primary inbox.
- If you have written for us in the past, simply login to WordPress with the same username and password you used before.
- Once you enter the site, click on "posts" in the left-hand sidebar and then on "add new" at the top of the page. To set up your entry, simply plug your title into the empty bar at the top of the window and type or paste your post into the text editor.
- Posts usually run from 500-1,000 words in length; posts much longer than that are typically broken up and published separately in two parts.
- Chicago style is the preferred citation format, although we will accept submissions in other discipline-appropriate styles, such as MLA, especially for course assignments.
- Be sure to click on "save draft" periodically as you work, and never leave the page without saving it first.
- We encourage you to use images, just be aware that anything not in the public domain requires permission from the copyright owners, especially for manuscripts, which we post about often. Most libraries grant this permission for free, and it is always worth emailing them to ask.
- WordPress does not allow contributors to add images themselves. So, in your post, indicate in bold where you would like them to go and what caption it should include. Then, email the files to Karrie Fuller ([kfuller2@nd.edu](mailto:kfuller2@nd.edu)).
- If using your own photos, see the tips in the photo guide sent to you when you signed up for your first post, or request a new copy from Karrie Fuller.
- Select the appropriate categories on the right-hand side of the page. In the "Categories" box, check any category boxes that relate to the content of your post.
- Select the appropriate tags on the right-hand side of the page. In the "Tags" box (right underneath the categories box), add in at least three *key words that identify your post's main subjects* such as "British Library," "Henry V," "Chaucer," etc. Click on "Choose from the most used tags" for more options.

- Remember to edit thoroughly before submitting. The site's administrator will do a quick read over and will fix any glaring spelling or grammar errors (such as dittography).
- When you are finished, click on "submit for review," the big blue button on the right.
- Once published you will not be able to make changes yourself. If you notice anything that needs to be changed, email Karrie Fuller ([kfuller2@nd.edu](mailto:kfuller2@nd.edu)) with the necessary updates.

Thank you for your hard work! The MI values your participation in this important endeavor.