NAfME Blog Guidelines and Agreement

Thank you for your interest in writing for NAfME's blog. Please note this opportunity is offered as a member benefit and that current NAfME membership is required for blog contributions or other original work for NAfME publications. NAfME does not provide monetary compensation for blog submissions. If NAfME approves your blog post, we will credit you for your work, and will publicize your work on our website, one or more of NAfME's social media pages, and/or in our newsletter to all current members of NAfME on a timeline to be determined by NAfME.

Please consider these recommendations when writing your blog post:

- 800 – 2,500 word article. Please submit as a Word or Google document.
- Additional formatting options include Q&A, infographic, charts, top 10 lists, sample handouts, video examples.
- Begin with a catchy opening line or question to draw in your reader.
- Consider breaking up your content into sections using subheadings.
- Use short paragraphs, bullet points, quotes, lists, bolds and italics to help make your post easy to read and digest.
- Include supporting images and/or video where applicable.
- Provide supporting resources for readers (please include hyperlinks and cite sources)
- Include all references.

Please provide the following along with your post:

1. **A professional description of yourself**
   - Length: 100-150 words
   - Start with your current job title and school/organization affiliation. Include city and state.
   - Prioritize key information. If bios need to be shortened, they will be condensed from the bottom.
2. **Headshot** (jpg or png file type)
3. **A Link to the following (optional):**
   - Website:
   - Twitter:
   - Facebook:
   - LinkedIn:
   - Other online resources:

Terms of Agreement

I represent and warrant that the blog post and all supporting images, video, and other materials that I have submitted (collectively, the "Work") is either original work, or that any necessary permissions for all materials have been obtained. I further represent and warrant that the Work does not infringe on any personal or proprietary rights of another, that the Work does not contain any matter libelous or otherwise illegal, that I have engaged in reasonable diligence to confirm that any information in the Work is, to the best of my knowledge, factually accurate and not misleading, and that I have authority to enter into this agreement and grant of license. I agree that NAfME may use my name, likeness, photograph, and biographical data in connection with the use and promotion of any aspect of the Work and the marketing, publications, advertising, and related products and services of NAfME, including through social media tools.

I understand and agree that NAfME may, in its sole discretion and at any time, decline to publish the Work, require changes to the Work as a condition of publishing the Work, or remove the Work from the NAfME website and/or social media sites after it has been published.

I hereby grant to NAfME the following rights: (1) to publish the Work in all print, electronic, and other known or unknown formats; (2) to reprint, make derivative works of, and otherwise reproduce the Work in any format, (3) to grant limited sub-licenses for the right to reprint the work in any format in accordance with the [NAfME Reprint Permission Requirements](#).

I shall indemnify and hold harmless NAfME against any losses, liabilities, damages, costs, and expenses (including legal costs and expenses) arising from or resulting out of any claim or demand of any kind arising out of my breach of the representations and warranties and undertakings contained herein.

AGREED AND ACCEPTED:

_____
Author Signature

_____
Printed Name

_____
Date