

# The Automation Blog's Freelance Writer's Article Submission Checklist v.5

- \_\_\_ 1) Begin by requesting pre-approval of your article's topic and title prior to writing and submitting it (we want to avoid purchasing duplicate articles)
- \_\_\_ 2) Aim your article at Electricians and Electrical Engineers who either spec, develop, or maintain industrial automation systems
- \_\_\_ 3) Please do not copy text from other articles as we are paying for exclusive original content for The Automation Blog. Short quotes with attribution is fine.
- \_\_\_ 4) Edit your article for spelling, grammar, and *readability*. Capitalize proper nouns, spell out numbers, do not use ALL CAPS (except for acronyms,) and try to keep paragraphs shorter than you would find in a book.
- \_\_\_ 5) Be sure your article has a *smooth start and finish*, and does not end abruptly
- \_\_\_ 6) Read your article "out loud" to yourself to *be sure it is easy to read*
- \_\_\_ 7) Save your article in a Microsoft Word Format (.DOC, .DOCX)
- \_\_\_ 8) Include at least one image (or link to an image on approved website) of at least **1400px** by **900px** for use as the article's feature image. Approved sites include:  
<https://www.pexels.com/>, <https://pixabay.com/>, <https://unsplash.com/>, [www.canstockphoto.com](http://www.canstockphoto.com)
- \_\_\_ 9) If you include images in your article that you did not take yourself, include the photographer's permission. The images also should not be crooked, grainy, distorted, or blurry. Please also use this image naming format:  
SubmittedBy-*AuthorsName*-ImageBy-*PhotographersName*-ImageNumber.png (or .jpg)
- \_\_\_ 10) Place any images in your Word article where you'd like it to appear, but please also attach the images with your article when you email it to us
- \_\_\_ 11) First time article submissions need to also include your PayPal email address, a square image or picture to use for your Author's Avatar, and an "about the author" sentence for the Author Box.