

## Guidelines for Submitting Community Coach Blogs

We welcome guest blogs and as part of your TCD Community Coach membership you can submit up to three blogs per year.

Please ensure that they are:

- **Original contributions** not already published anywhere else
- Informative and content rich, and not used as an overt advertisement for your coaching services or products
- Ideally 450 - 700 words
- Written in the first person
- Of interest to our coaching community or people who buy coaching services

### Useful tips

- Include a 'Featured image' which will sit at the top of your blog. Please ensure this is in **landscape format, approx. 750 x 450 pixels**.
- Use photos, videos and other visual content if appropriate
- Always adhere to the copyright laws when supplying images
- Use a catchy title, a question or a fact.
- Use subheadings, bulleted lists, and bold fonts to highlight key information.
- Provide links to featured websites, where relevant
- Include a short paragraph (100 words maximum) on who you are, what you do – along with a link to your website.

### Submission process and timeline

- Email [info@trustedcoachdirectory.com](mailto:info@trustedcoachdirectory.com) with your blog & image in a Word document
- All blogs are reviewed for acceptance criteria.
- We may take a few days to respond to new submissions, we will get back to you as quickly as possible.
- We will post blogs in the order they are received, yet naturally priority will be given to more time-sensitive, topical or seasonal pieces.
- If appropriate indicate if your blog is time sensitive and suggest a date for your blog to be published.
- You will be notified once it is live on the TCD website.
- As the author of the blog you retain copyright. You are welcome to use the blog elsewhere **after** it has been published on TCD. Please don't publish elsewhere first as this will affect our SEO rankings. It helps us if you comment elsewhere about your blog post and create links to your post.