

Joyfully Jay Guest Post Submission Form Instructions



Thank you for being part of Joyfully Jay with your visit to the blog. In order to facilitate getting content posted more smoothly, all guest posters are asked to complete the **Guest Post Submission Form**, which can be found at <http://joyfullyjay.com/guest-post-submission-form>.

The Submission Form takes the post content and imports it directly into WordPress. There are instructions on the form, but this document provides more specific details on exactly how to submit your post content and other materials.

Author

Enter the author's name

Book Title

Enter the title of the book or series you are promoting on the post, if applicable

Type of Post

Please check all post types that apply. Please remember that all content you submit to Joyfully Jay should be **exclusive/original** to the blog. Excerpts should only be submitted if they are just for Joyfully Jay, not if they are being sent as part of a larger blog tour to all participating bloggers.

Content Submission

The next four fields are where you submit the actual post content. Please complete all fields that are appropriate for your post.

- Guest Post or Interview
- Exclusive Excerpt
- Book Blurb
- Author Bio

You can type directly into these fields, or cut and paste from Word, email, or a text editor. All four fields allow you to do editing and formatting on your content using the various tools. Just highlight the text and click on a formatting button, such as bold, italics, or bullets if you want them incorporated into your post.

There are two tabs on the far right of the fields. The **Visual** tab is WYSIWYG, which means that your content will appear exactly as it looks in the form. Content should be flush left with a full space between paragraphs. When pasting from Word, things often require tweaking of spacing and adjusting of links (Word is cranky that way). The Visual tab is the best place to paste content that doesn't have HTML codes.

The **Text** tab allows you to see the code behind your post. If you are more comfortable using HTML, this is the best place to paste your content. You can use formatting buttons here as well.

Please note: If a link does not appear blue and underlined that means it is **not an active link**. Sometimes when you paste your content, the link disappears. To turn it into a link, highlight the text and choose “Link” in the Text tab or the chain link image in the Visual tab and enter your URL. Otherwise the link will appear as plain text in the final post.

Cover Image

Upload your cover image by clicking the Choose File button. Enter the name of your book in the cover image Title field.

Bio Photo or Avatar

You can include a bio photo or avatar if you desire by clicking the Choose File button. Enter the author’s name in the bio image Title field. For example, “Author X pic.”

Giveaway

If you are including a giveaway, clearly indicate the prize, including the number of winners if there is more than one

Special Giveaway Instructions or Rafflecopter Code

- If you are holding a Rafflecopter giveaway, paste the code here.
- If you are holding a blog tour wide giveaway, please indicate that here, along with the end date of the contest and any other instructions readers need.
- Otherwise, we will assume the contest is specifically for Joyfully Jay readers and Jay will set an end date, choose a winner, and notify the contact with winner information when it is over.

Additional Information and Notes

If there is any additional information you need to submit, or if you have any questions or problems, please enter them here.

Contact Name and Email

Jay will receive an automatic email as soon as the post has been sent and will confirm with the contact person that she has received the content.

If you have any questions, please feel free to contact Jay at joyfullyjay@gmail.com. Thanks!