

# Fulbright REVIEW

*Your guide to navigating the blog on WordPress*

External Documentation

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# Submitting a Story

## Welcome Aboard!

First, welcome to the new Fulbright REVIEW Blog. We are happy to have you aboard. Throughout this guide, you will learn how to effectively submit your story and understand how the guidelines of the new blog work.

Let's say you want to begin by submitting a story. From the homepage, [fulbrightreview.uark.edu](http://fulbrightreview.uark.edu), navigate to the red navigation bar. In the right-hand corner select "Submit Your Story."



Once selected, you will be directed to the form where you can submit your stories for approval by a moderator of the Fulbright REVIEW Blog.

### Submit Your Story

Prior to submitting your post, please prepare the following: your post content, featured image, and any additional images you wish to include within the post.

\*Featured Images are required as they help drive traffic to your content.

#### Personal Information

Information about the author of the story.

Name \*



First

Last

Display Name \*

How your name will appear on the blog.

Personal Affiliation

Department

Phone Number \*

#### Helpful Resources

Blog or Newswire?

Categories Explained

Fulbright Stock Photos

If you do not have a featured image for your post, please utilize [our stock image library](#).

# Submitting a Story

As noted on the "Submit Your Story Form" please have your post content ready before planning on submitting a story. It would be easiest to copy and paste the story content when submitting.

Now before we begin, it is important that you know what a featured image is and why it is required on the blog. A featured image will be your post's primary photo and will appear alongside your story in search results. The featured image is required because it drives traffic to the content you worked so hard to create.

If you do not have a featured image, do not worry. We have a Fulbright stock image library available for your convenience.

## Time to Submit!

### Personal Information

**"Name"** - Enter your first and last name

**"Display Name"** - Enter your full name (or how you wish for your name to appear on the blog.

**"Personal Affiliation"** - Are you a staff member, faculty member, or a student?

**"Email"** - use your UARK email.

**"Department"** - which department do you work under? If you are a student submitting content, you may leave this field blank.

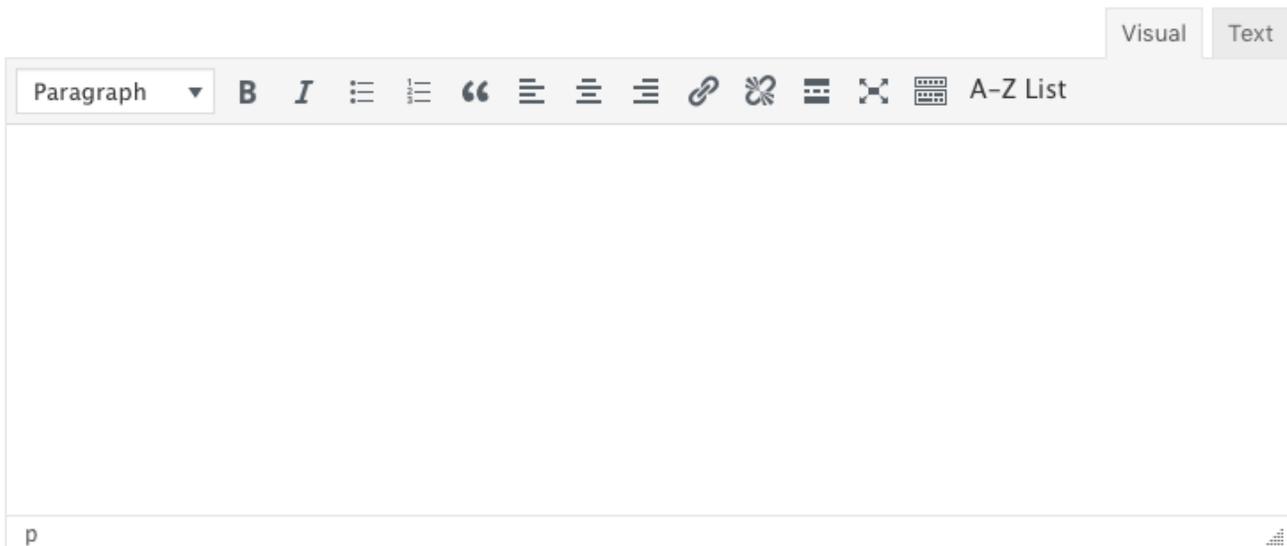
# Submitting a Story

## Post Information

"Post Title" - The title of your post.

"Post Body" - The content of your post. Here, you will be able to use a text editor to format your story. Once you paste your content, you may need to adjust the spacing to fit your preferences.

Post Body \*



"Post Category" - This list of categories that define your post. Please select a **primary** category (and a sub-category, if the content permits).

**TO LEARN MORE ABOUT CATEGORIES, VISIT PAGES 6 & 7**

"Post Tags" - Post tags classify your content. Please select a maximum of three tags that correspond with your story.

"Featured Post Image" - The required image that will appear in search results alongside your story

"Additional Images" - Any additional images that may need to be included in your story and are not to be used as the primary featured image.

# Explaining Categories & Tags

## Categories

When submitting your story, you may wonder why the category element is a requirement.

On the Fulbright REVIEW blog, a category is the main defining element of your story.

For instance, if you are submitting a story on "Alumni" you would select the "Alumni" category. If the story contains information regarding an alumnus receiving an award, you would also select the "Alumni" sub-category, "Alumni Awards & Achievements."

The same goes for any story following the other categories:

Dean's Corner

Events

Features

In The News and Multimedia

Outreach & Impact

Research

Student Success

# Explaining Categories & Tags

## Tags

While categories define the overall context of your post, the tags are more often related to the departments discussed within the writing.

For example, if you were writing a story about the achievements of a student in Journalism and Strategic Media, you would select the "Student Success" category, and you would find the "Journalism and Strategic Media" tag. For the blog, we want to keep the tags to a maximum of three tags.

If your post covers a variety of subject matters: Journalism, Literatures and Cultures, Awards, and Alumni, please select only the most important tags that cover the overall scope of your story.

# After Submission

## I Have Submitted, Now What?

Congratulations, if you have reached this point in the guide, it means that you most likely have submitted your story to the Fulbright REVIEW Blog moderators. Below, are a few answers to questions you may have upon submission:

After I submit my story, will it appear immediately?

**The short answer:** No.

**The longer answer you should still read:** Your post has been queued for moderation and will be reviewed for proper publication style by one of our expert moderators. While you have worked hard to submit your best work, we will now make sure that your efforts are shown in a uniform manner across our blog that successfully meets all of the Fulbright REVIEW guidelines.

When can I expect for my article to be published?

Our moderators will make the final decision on publication date, however, we will work diligently to make sure if you have time-sensitive material for our blog that it reaches the masses in the appropriate time.