**Blogger Style Guide**

Here are the guidelines to follow if you do anything that is written that represents Blackstone College/ Blackstone Career Institute

* Blogs should be 600-1000 words
* Submissions should be attached as a Word doc, double spaced.
* Graphics may be submitted but are not guaranteed to be used.
* There is one space after a period (not two).
* Double check your writing through spell check but also by re-reading, as spellcheck does not catch homonyms and other similar spelling errors.
* Emphasized words should be italicized, not in caps.
* Double check punctuation–no unnecessary commas, leaving periods, etc. outside quotation marks. If you're unsure, Google it or look on [Grammar Girl](https://www.quickanddirtytips.com/grammar-girl).
* Titles should always be italicized; article, poem, song and TV episode titles should have quotes.
* Be consistent in the punctuation of your subtitles if you're using one.
* List your links in order, and at top of your document after the word you have hot linked it to.
* It's okay to be conversational, sprinkle in contractions such as “that's” instead of “that is” every time.
* Stay current–trending topics are well received
* Please use the Oxford (or serial) comma. An example would be: "There were instructions about commas, being up-to-date, and how to write numbers."
* Numbers under 10 are spelled out.
* Do not overuse the exclamation mark. [Read this for more info.](http://time.com/2951656/exclamation-point-guide/)
* When two numbers are next to each other, it can be confusing. So instead of “ten seven-year-olds,” write one as a numeral, such as “ten 7-year-olds.”
* Hyphenate ages, such as "six-year-old."
* Write ellipses like . . . this. Not like...this. So that would be three spaced periods, with a space before and after (following Chicago style).
* Use an m dash with no spaces–like that. Not with spaces like this – thanks. So, no space between the word and each side of the M dash like, word–word, rather than word space dash space word. On PCs in Word, create an M dash with alt0151. On Macs, option then click the dash key.
* Minor edits are at Blackstone’s discretion

Big tip–to decrease errors, simply read your blog aloud. By reading what you've read aloud, you can see each word and punctuation. For example, typing "ii is" instead of "it is" or something similar. You will find, reading aloud catches big and little things.