**Guidelines for Blog Posts**

1. Blog posts will be published on [http://myconsumertips.info/consumer-empowerment-blog/](http://myconsumertips.info/consumer-empowerment-blog/%22%20%5Ct%20%22_blank) (“Consumer Tips”) and considered for publication on [www.bursarweb.colorado.edu/blog/](http://www.bursarweb.colorado.edu/blog/) (“CU Money Sense”). Please review these sites for sample blog posts. Blogs should be appropriate, relevant, of high quality, and conform to the guidelines below to ensure the continuation of this partnership.
2. CU Money Sense is a Financial Literacy Program located in the CU Bursar's Office that strives to empower and educate students to help them make sound financial decisions now and in the future. Consumer Tips is a non-profit website created by Professor Schmitz that is part of a larger consumer empowerment project; the site aims at providing helpful, independent information to all consumers about relevant and current consumer issues.
3. Blog posts may be written on a variety of consumer issues including, but not limited to the ones list below. CU Money Sense is most interested in articles related to money management, financial aid, identity theft, saving and investing, spending, taxes, credit, paying student loans, and the psychology of money. All blog posts will be published on Consumer Tips, those deemed appropriate for publication by CU Money Sense will be published on their blog as well. If you are unsure if your topic or idea is appropriate for the blogs, please email Laurence Gendelman (gendelml@colorado.edu).

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| Budgeting | Debt |
| Student loan debt | Medical debt |
| Credit | Credit cards |
| Credit reports | Credit reporting |
| Identity theft | Bankruptcy |
| Consumer rights | Debt collection |
| Debt consolidation | The Dodd Frank Act |
| Data brokers | Online dispute resolution |
| Payday lending | Prepaid gift/debit cards |
| Online privacy | The Consumer Financial Protection Bureau |
| Consumer contracts | The Affordable Care Act and medical debt |

1. Blog posts must be high quality. Remember that your name will be on the blog post and the whole world will associate your blog post with you.
2. Unless you have received permission otherwise, blog posts must be of 700 words or less.
3. Blog posts should be written in plain and simple language. Your audience is the average consumer.
4. Blog posts must be edited. Blog posts may not contain any political or inappropriate language or undertones.
5. Setting up a blogger account
	1. Go to [www.myconsumertips.info](http://www.myconsumertips.info) and click on the Consumer Empowerment Blog button. Scroll to the bottom of the page and click the “add a new post” button. Under the Wordpress login box, select the “register” link.
	2. Enter a username and your email address. **Please realize that the username you enter will be displayed on the site when you post a blog, and thus it is advisable to use your proper name as you would like it to publicly appear. Moreover, please ensure it is appropriate and professional. This is essentially a “publication” that may help you professionally and you will want your proper name to appear as the author of the blog.**
	3. Once you register, a temporary password will be sent to the email you provided Wordpress. Log into the website using the link in the email and hover over your username in the upper right corner. Click on the “edit my profile” link and use the drop-down menu to change your password.
6. Submitting a blog post
	1. Write your blog post in any word processing program.
	2. Proofread your blog post and proofread it again.
	3. Include any links or images in the document as you would like them to appear in the post.
	4. Login to your Wordpress account, on the left menu select “posts” and “add new”. Add your post’s title and text using copy/paste. If you are comfortable using HTML to customize your post, feel free to do so.
	5. On the right of the page there is a box labeled “Categories”; select any that you believe apply to your post. Below the “Categories” box is a box labeled “tags”. Add tags, separated by commas, with words you think someone would use to search for your blog post in a search engine. You can also add from a list of the most common tags using the blue hyperlink in the box.
	6. Your post is now ready to submit; click the blue “submit for review” button on the upper right of the editing screen. This will send your post to the queue for review.
	7. Send an email to Laurence Gendelman (gendelml@colorado.edu) stating that you have uploaded a blog post for review. You may edit the post while it is pending, but once it has been posted it cannot be altered.
	8. Your blog post will be reviewed, cite-checked, fact-checked, and edited as necessary.
	9. Your blog post will be posted within ten (10) days of submission. You will be notified once your blog post has been posted on Consumer Tips. If your post is also posted on CU Money Sense, you will be notified as well.
7. If you have any questions, please direct them to Laurence Gendelman (gendelml@colorado.edu).