



# DICKEYVILLE

BALTIMORE, MARYLAND 21207

## WEBSITE SUBMISSION GUIDELINES FOR WRITTEN CONTENT

The village blog aims to publish written posts on a weekly basis. All resident contributions are appreciated!

### HOW TO CONTRIBUTE:

The Dickeyville website team encourages neighbors to share their account of life in the village and/or their knowledge on topics of interests to fellow neighbors in the following ways:

#### 1. Write an article for the Village Blog

Write an article on a topic of your choice (+ should also be of interest to village readers). For example, an in-depth look into a hobby or area of your expertise such as hiking trails in Baltimore, a profile on a village artist, Gwynns Fall watershed improvement efforts, a historical account of your home, bird spotting in Leakin Park, or favorite local museum outings for families.

#### 2. Write an event summary posting for the Village Blog

Commit to write a summary of any village event within a week after the event. Examples include village lectures, the annual bonfire, July 4th events, a stream or road clean up session, or ladies night.

### WHAT YOU CAN WRITE ABOUT:

Below are categories we will generally use for filing blog posts:

- **DCA News** (upcoming community meetings, announcements affecting residents)
- **Dickeyvillians** (profiles on neighbors, news about personal accomplishments etc.)
- **New Events & Images** (information about upcoming events + summary write-ups / new photo stories or galleries created from recent events)
- **Architectural Updates** (tips and updates about architectural matters)
- **Real Estate News** (updates about sold/for sale homes in the village, tips on
- **Village History** (history buffs share interesting research, stories + images about our village's past)
- **General Interest** (in-depth look into a topic of general interest; cultural, geographical, environmental, health etc.)

- **Home, Garden & Nature** (home and garden maintenance topics, flora, fauna spotted around Dickeyville)
- **Recipes** (villagers favorite recipes)
- **Nearby** (restaurants, museums, parks, etc. you enjoy frequenting that are easily accessible to the village)
- **In the Media** (posts about Dickeyville being featured in local news sources)

Think something's missing? Let us know!

## CONSISTENT, HIGH-QUALITY CONTENT:

Please follow these guidelines to help us represent the village well!

### Writing

Please make all efforts to submit a well-written piece.

- Proof read your contributions to ensure that they are typo-free and well-written.
- Offer a short, catchy title.
- Keep your readers in mind: subject matter should be of interest to most villagers and/or potential new residents. The goal of the village website is to increase awareness around topics related to living in Dickeyville.
- Make sure your post is of a length appropriate to your subject, and remember that blog entries often work best if they're on the short side, especially since blogs are typically read quickly. If you have a topic of great interest that you would like to write about at length, chat with a web editor about options to break it into two separate blog posts and therefore increase chances of being read entirely.
- Please, keep personal opinions, especially political and religious, out of your posts. The purpose of the website to promote Dickeyville in a positive light, and we would like to reflect the neighborhood's civility and inclusivity to ensure that people with differing views feel welcome here.
- Posts will be moderated by a web editor, who will serve as a second set of eyes for proofreading and making sure that all blog content is appropriate for the site. Minor typos will just be fixed before posts go live, but for more you'll be contacted by email over more substantial issues. Because this process takes time, your post won't appear on the site right away.

### Images

At least **one image is highly encouraged** to accompany each written post.

Images on the Dickeyville website will be credited to their source/photographer wherever possible.

- Try to use images actually from the village or created by neighbors whenever possible.

- All images submitted need to be properly attributed – if you created the image, let us know.
- If you didn't create it, find out the source or list as unknown as a last resort. If possible, please avoid generic pulling images from the internet or attribute them to the webpage you took it from. If you need a generic image, consider searching for something free-to-use on [Wikimedia Commons](#).
- See our *Image Guidelines* for tips on making sure your photos are suitable to be upload to the website.

## **Formatting**

- Use simple word processing software to write your post.
- Please don't rely on features such as different fonts, font size, or font style (bold, italic, etc.) to differentiate sections because all this is stripped when uploading content to the website. Instead, use sub-headings distinguished by line breaks, short paragraphs, or bullet lists to differentiate or highlight important content.

## **About the Author**

Your name will accompany the post. Please feel free to submit a headshot of yourself and/or the following biographical information:

- How long you've lived in Dickeyville, and where else you've spent your life
- Your family members (pets happily included!)
- Vocation and hobbies (including your company, if you like)

The Web Editing team will take this information and write a brief bio for you, in order to ensure consistent voice and length among neighbor biographies.

Please use discretion in your posts to avoid making the village site sound as if it's promoting or advertising something other than village life itself – that's not what this site is about. The place to mention your company (with a link, if you request it) is in your bio.

## **THE LOGISTICS**

### **How to submit your post**

Send the article/post by email to [dca.webeditor\[at\]gmail.com](mailto:dca.webeditor[at]gmail.com) either as a Word document or within the body of your email.

### **Timing**

The village blog is updated about once a week, usually on Friday morning. So please have your **finalized content submitted by Thursday early evening**.

The web editor will maintain a loose editorial calendar with the goal of spreading out content during the busy and quieter months. So your post, if not time-critical, may not be published immediately - but it will be kept and gratefully used to entertain readers in upcoming weeks.

Please get in touch with a web editor via email [dca.webeditor\[at\]gmail.com](mailto:dca.webeditor@gmail.com) about potential posts you're interested to offer.

Thanks for supporting the village website in this way!

**The Dickeyville Website Team**

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