

# ***A Business of Your Own***

## **Website Article Submission Guidelines**

A Business of Your Own accepts articles that pertain to entrepreneurship and achieving business success with a special focus on women in business. We also accept articles that enhance the overall well-being of women in business. All submissions are reviewed for content appropriateness as well as the qualifications of the writer.

Submissions are only accepted from the original author of the articles or a publicist hired by the copyright owner to submit materials. By submitting material, you acknowledge that you are legally entitled to distribute the work and to allow it to be redistributed. We do not pay for articles, and do not accept articles that are primarily advertisements. However, a brief resource box with contact information may be placed at the end of your article. Submission of articles does not guarantee inclusion on our website and we reserve the right to reject articles.

A Business of Your Own includes several related web sites. We also distribute content to these sites as well as other sites. By submitting an article to us, you agree to let us use the article not only on the website of A Business of Your Own, but any place content from A Business of Your Own is used. You, however, retain the copyright of your work and are free to reuse it in any way you desire. Past articles may be included in the article archive section of our websites.

## **Editorial Guidelines**

### **General Guidelines**

Articles must be submitted in English, using correct spelling, grammar, punctuation, capitalization and sentence structure. Your article must also be proofed and double checked for accuracy and may not contain any content that is a violation of any law, that may be considered defamatory, libelous or insulting to any ethnic group.

Articles should be submitted electronically in Microsoft Word. Articles **MUST** be single spaced, **MUST** use appropriate paragraph breaks, and **MUST** use correct formatting for bulleted or numbered lists.

### **Article Title**

The title should capture the theme of your article and **MUST** be in upper and lower case letters with the first letter of each major word capitalized. There should not be quotes around your title.

## **Author Name**

Include the first and last name of the author(s) of the article. Do not include your title before or after the author name unless you hold a doctorate-level degree (Dr., MD, DDS, PhD, JD or special designation that is always used with your name such as Minister, Evangelist, Rev., etc.)

## **Article Body**

The article must be a minimum of 250 words and no more than 5,000 words. An ideal article size is 400-750 words.

Copyrights should be indicated at the bottom of the article. If you desire to include a REPRINT RIGHTS statement in your article, it must be at the bottom of your article.

Your article body MUST deliver on what the article title implies. There is a total limit of (4) active or inactive links allowed in the article, which consists of both the body and the resource box. There is a maximum of (2) "Self-Serving" active or inactive links/URLs to a website that you own, control, or have an interest in and a maximum of (2) active non-self serving links to a website that you do not own, control, or have an interest in which adds value to the article.

## **Resource Box**

The resource box is where you have an opportunity to briefly share your expertise, your title, your business name, contact information, e-mail address, and website address.

## **Picture**

A professional picture in JPEG format may be submitted with your article submission.

## **Article Submission**

Articles should be submitted electronically as an attachment to the following e-mail address: [Success@womaninbiz.com](mailto:Success@womaninbiz.com). The subject line of the e-mail should indicate article submission. Please remember that submitted articles must be error free and ready for publishing.