

TLT Guest Posting Guidelines

First, *thank you so much* for agreeing to guest post at Teen Librarian Toolbox, a YA librarian blog networked with School Library Journal.

We are very excited that you have chosen to share your voice and time with us and look forward to hosting you.

Here are some basic guidelines that will help the guest posting process go smoothly.

GENERAL GUIDELINES:

All of the following should be included in 1 formatted document for easy copying and pasting and so we can try and place images where you would like them.

1. Posts are generally 800 to 1,000 words long
2. Please give your blog post a **title**
3. Because copying and pasting can have a few glitches, please *do not* include
 - paragraph indents
 - numbered lists
 - bulleted lists
 - Note: we double space in between paragraphs.
4. *Other things to include:*
 - A short bio
 - A headshot with any photo credits that need to be included
 - Any links you would like included, such as blog addresses and social media links
 - Photos for your post
 - It is VERY important that all photos other than book covers be your photos and that you say this to us in your email to avoid any copyright issues.

A NOTE ON TLT GOALS: TLT strives to be diverse, inclusive and as comprehensive as possible. If you are discussing books or providing lists of books in your guest post, please try to make your book lists as diverse and inclusive as possible.

SUBMITTING YOUR POST: Please email the post to your TLT guest post coordinator at least 2 weeks before the agreed-upon post date. This will give us time to load and format all posts and ensure they are ready to go on time. You can send your post as a Word attachment or share it as a Google document to your TLT contact. If they have a preference they will communicate that to you in their communications.

EMAILING YOUR POST: Please submit your post with the subject TLT DATE OF POST GUEST POST AND YOUR NAME. For example: TLT 1.1.2025 Guest Post Jane Doe.

We reserve the right not to post any guest post submission for any reason.

Please feel free to check in with us at any point if you have any questions or concerns. In addition to running & coordinating TLT, we all work full-time jobs and sometimes things get lost in the cracks. A gentle nudge is okay.

Again, we thank you for your time and words, and for adding your voice to the important and ongoing conversation surrounding tween and teen library services and literature.

Sincerely, TLTers