Guest Post Submission Guidelines

focus.meisterlabs.com

What we're looking for

While we occasionally publish articles that go beyond our main scope, your article has a much greater chance of being published if it focuses on one of the following topics:

★ Collaboration, communication, team work

★ Task, time, product or project management; productivity

★ Creativity, ideation, visual thinking, mind mapping

★ Startups, entrepreneurship, tech, programming

In order to be considered for publication on the FOCUS blog, your article has to...

★ be well researched. Claims need to be verifiable.

★ **be well written and free of grammar and spelling mistakes.**

★ offer unique insights, interesting facts and/or actionable advice for our readers.

Your content has to be original. We will not republish anything that's been published before.

Length

Articles should be between 1.000 and 1.500 words

Title

Provide an intriguing title for your article. Max length: 60 characters (ideally)

Meta description

Provide a good meta description for your article. Most search engines use a maximum of **160 characters** for the description. You can read more about writing great meta descriptions in this Hubspot article.

Media

You may provide images, screenshots, YouTube or Vimeo videos, MindMeister mind maps or Slideshare slideshows to be embedded within your article. Please **insert the file names directly in the text document** and **mark them with yellow highlighter**. Send the **images themselves in a folder** alongside the text document. Images should be 1400 px wide; videos should be 712 x 401 px; mind maps should be 712 x 500 px.

Links

You may include links* to related articles within the text if they offer real value to our readers and are appropriately placed. **We reserve the right to remove links we find inappropriate***. All links left in the text will receive a **NoFollow tag**.

Author Bio

Please provide an author bio as well as a good portrait of you that can be uploaded alongside your article. You may include **one link to your website*** and **one link* to a social profile** (e.g. Twitter). Your author bio shouldn't be longer than 340 characters and it should be written in the **third person**.

> *We do not accept any links to 'essay writing services' and other sites that we suspect of using guest blogging as a link building tactic.

Format

Please send your finished article in an editable **Word document** or share a **Google Doc** with us.

Editing

We reserve the right to edit your article at our discretion, including changes in the text and headline, to improve readability and maximize web traffic. We may also update it in the future for accuracy and comprehensiveness.

Sharing

Once the article is published we will share it on our social channels (Twitter, Facebook, Google+ etc.). We would like to encourage you to **share the article with your own network** to ensure it receives as much attention as possible.

Repurposing

We try to give your content as much exposure as possible. That is why, aside from sharing the article on social media, we may link to your article in our newsletter, turn it into a public mind map or slideshow, or reference/quote your article in another post

We will always link back to the original article and/or give credit to you as the author.

Republishing

Feel free to reference or quote up to **75 words** of the article in your own blog posts, presentations, documents, etc. as long as you **link back to the original post** on the FOCUS blog.

Submitting Your Article

Please send your **article idea (working title)** along with a rough **outline** and your **author biography** to **submissions@meisterlabs.com**. Please also include **2-3 links to previous publications**. If we're interested we will get back to you shortly. If you don't receive an answer within 14 days, please feel free to offer your article idea to another blog at that point.