

## General Post Submission Information

Thank you for being a part of what God is doing at Kingdom Winds. Before beginning your first post submission, please take a minute to read through these short but informative bullet points.

- Please create and save posts outside of the Collective Member Editor Dashboard in Microsoft Word, Google Docs, Text Edit, or another program. Then, simply copy and paste into the text editor using the "Paste as Text" button (to prevent formatting errors).
- Add a featured image (2.76:1 optimal ratio) and insert other images within the body as you desire. Please note that we reserve the right to replace or remove them.
- Not all posts are accepted for publication. Below are three common reasons:
  - o The content
  - It does not align with our Kingdom Winds beliefs or core values, or
  - It does not currently meet our standard of quality.
- If your submission is not accepted, it is not guaranteed to be saved. You should save all work on your own drive or cloud storage account.
- If your submission is accepted into the editing process, please follow all editing guidelines laid out in the Resource Center.
- Posts are scheduled to be published according to a variety of factors, so timing can vary. You will receive a notification when posts go live.

These guidelines apply to this and all future post submissions. This document can be referenced in the Resource Center under "Creating Posts."