

UMKC HistoryMakers Blogging Guidelines
<http://info.umkc.edu/historymakers/>

As noted in the Internship Contract, forty percent of your final grade for this semester's internship will come from regular journal entries showcasing and reflecting upon your work. These reflections will be hosted on the history department's [UMKC HistoryMaker Blog](#). To receive full credit for the blogging portion of your grade, you are expected to write a compelling blog post for **every sixteen hours** you work at your internship. (For example, if you are working one eight hour day a week at your internship, then you would write a blog post once every two weeks.)

What are the essential qualities of a compelling blog post you ask? It's simple. Compelling blog posts are...

- **Short:** Your blog posts should run the range of 200-350 words and should **never** exceed 700.
- **Informative:** Your blog posts should be **about something** and have a point. They are more than just a recap of your activity, but a reflection on a specific point of what you're up to. Here are some prompts to get you going:
 - Tell us about the institution you're interning with. What are they up to? Why do they exist?
 - How does what you're working on connect to the goals of the institution?
 - Does your project involve a particularly unique skill you can tell us about?
 - Did you learn or uncover something interesting?
- **Lively:** Blog posts are not academic presentations or papers. They should not be dry. Where the history papers you write for class aim to make an argument, blog posts can more revel in a question. They may have a thesis statement, they may not. In fact, they likely won't. They should be high-spirited and interesting explorations of a theme or topic you've come across. Avoid using too much jargon or presuming your readers know a ton about history. Remember, this experience and this blog is to teach you how to do history for the public. *This **does not**, however, mean your post can be sloppy. Your post must be clearly written and error free.*

In addition to these essential qualities, please also observe the following guidelines when blogging.

- **Respect** the institution you are interning at. Never speak ill of the place or the people you work with. But respecting the institution also means being sensitive to what you share online. Run your blog ideas by your internship supervisor before you publish them. The institution may not want certain information, material, or images released online.
- **Illustrate** your posts with images. A photo of you at work would be awesome; so would a snapshot of your workstation. Try to provide something visually interesting. These have to be lively, right? Even photos from your phone are fine.
- **Hyperlink** your posts. Where relevant, provide links to outside information in your post.
- **Tag** your posts. **Always.** Every blog post you write should at a minimum tag the Institution where you're at. From there feel free to use tags relevant to the post. Writing about processing a collection? Then add an Archival Methods tag. Writing about surveying an old building, then add a Historic Preservation tag.

In short, my hope and expectation is that this blog becomes an outlet for what I like to call **serious fun**. Your tone and information is jovial and interesting, but tempered by how committed you are to the guidelines of solid historical scholarship and academic collegiality.

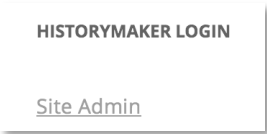
For more information on best practices in academic blogging, see the following blog posts:

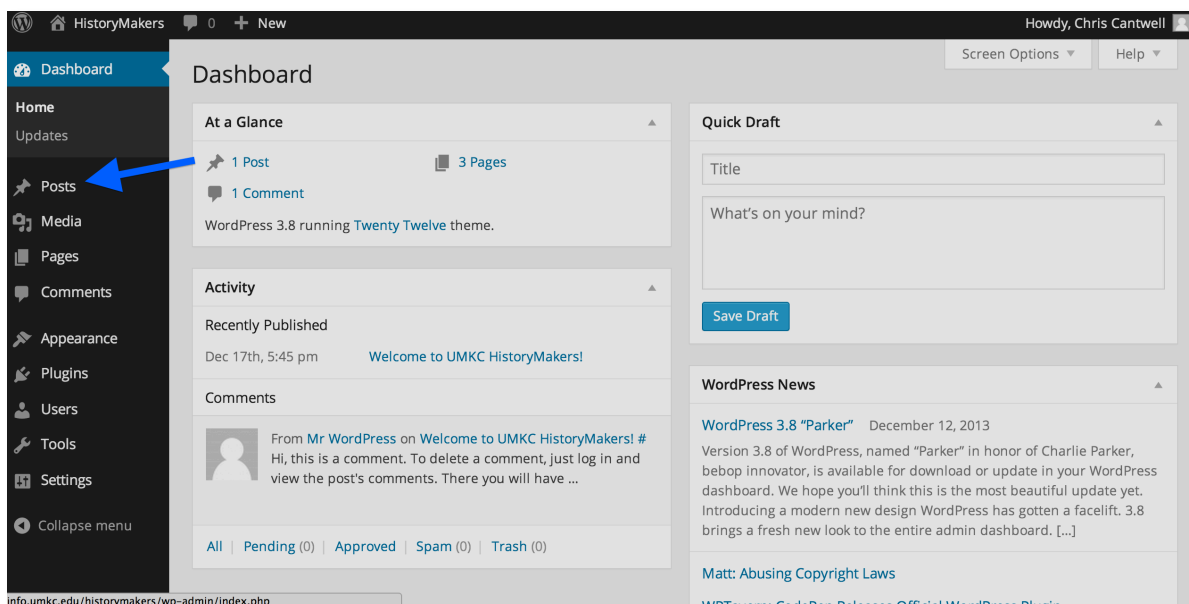
Joe Essid, "Effective Academic Blogging," *Writer's Web: Writing Online*, University of Richmond Writing Center (nd). <http://writing2.richmond.edu/writing/web/blogging.html>.

Liana Silva, "So You Want to Blog (Academic Edition)," *University of Venus* (21 May 2013). <http://www.insidehighered.com/blogs/university-venus/so-you-want-blog-academic-edition>.

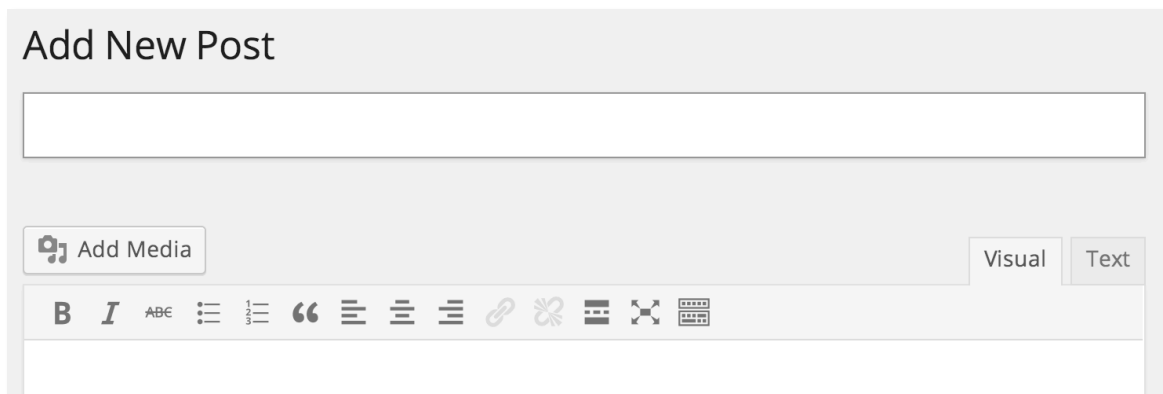
Larry Cebula, "Advice for Academic Bloggers," *Northwest History* (6 Nov. 2011), <http://northwesthistory.blogspot.com/2011/11/advice-for-academic-bloggers.html>.

So How Then Do I Blog?

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1. Go to the UMKC HistoryMaker's website:
<http://info.umkc.edu/historymakers/>
 2. Scroll down until you see the “**HISTORYMAKER LOGIN**” section on the right hand navigation bar.
 3. Click on the “**Site Admin**” link. This should take you to the login in screen.
 4. Enter your login information.
 5. You should now be at WordPress' universal **dashboard**, which is where you will be writing and publishing your posts.

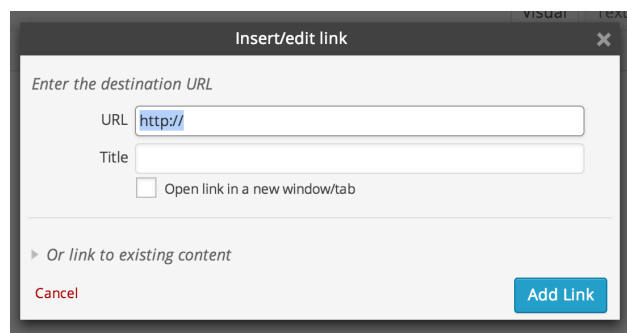


6. Hover your mouse over either the “**Posts**” tab on the left hand navigation bar and click the “**Add New**” link that appears on the dropdown menu.
7. You are now at WordPress's post writing template.

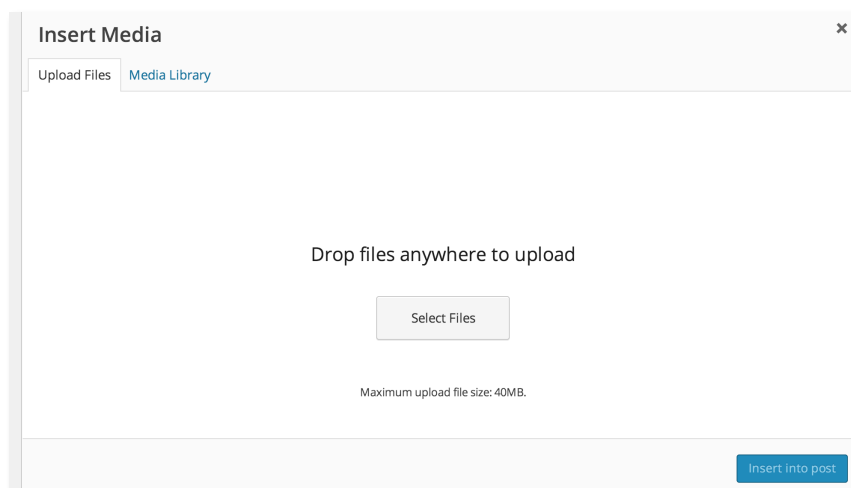


8. Give your post a title in the “**Enter title here**” text box.
9. Compose your post in the text box immediately below the title box.
 - a. Note the **formatting** options above the text box. These work like Microsoft Word formatting tool bar, allowing you to bold, italicize, strikethrough, bullet, align, and hyperlink your text. The far right icon opens up even more formatting options.
 - b. To add a link, highlight the text in the post you want to hyperlink.

- i. Click on the chain link icon that appears in the formatting toolbar.
- ii. This opens up a new **“Insert/edit link”** box.



- iii. Enter the link you want the text to hyperlink to in the **“URL”** box.
 - iv. Click **“Add Link.”**
- c. To add media, click the **“Add Media”** button atop the formatting tool bar.



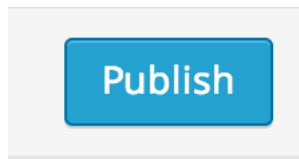
- i. Click on the **“Upload Files”** tab beneath the **“Insert Media”** title.
- ii. Click on the **“Select Files”** button.
- iii. This will open your computer's file finder box.
- iv. Locate the image you want to display and double click on it. This file must be a **.jpg** file. If you use a photograph taken with your phone, these typically are **.jpg** files.
- v. This will add the file to the UMKC HistoryMaker blog's Media Library. Note the file you added should already be selected to go into the site.
- vi. Click **“Insert into Post.”**
- vii. Note the image is inserted into the post wherever the cursor was last. I therefore recommend moving the cursor to the very first paragraph of the post and inserting the photo there.
- viii. To **format** the image's location, click on the newly inserted image.
- ix. Click on the **photo** icon that appears in the image's left hand corner.



- x. This brings up a box to format the image, allowing you to change its size and location in the text.

- xi. When finished formatting the image, simply click the “x” in the upper right hand corner of the image editing box.
10. Once you have finished composing, formatting, and illustrating your post, scroll down the page until you see the “**Tags**” section on the right hand navigation bar.
 - a. Click on the text box and begin typing in your tag

- b. As you type the search box will offer suggestions based on what you’re typing.
11. Once you have composed, formatted, illustrated, and tagged your post, then **publish** it.
 - a. Scroll back up to the top and find the “**Publish**” button on the right hand navigation bar.



NOTE: you are all classified as “**Contributors**” to this blog. Therefore your post will not be published to the blog until I have approved it.

Happy blogging! Now go make some history.