



HIV/AIDS Resources and Community Health (ARCH) Blogger

Check out the Blog page on the ARCH website to see blogs that have been written and shared in the past:

<http://www.archguelph.ca/blog>

Blogging Guidelines and Information

1. Your Staff Contact.

- When writing blogs, your staff contact will be:
 - **Chrissy Grimard**, Capacity Builder, capacity@archguelph.ca, 519-763-2255, ext. 150

2. Your Blogger Name.

- Names need to be attached to the piece in order for it to be published on the website ([see the Blog page for visual representation](#)). In order to support you the best we can, there are several options you can choose from when we post your blog:
 - Your first and last name.
 - Your first name.
 - An alias or pseudonym (such as BunnyTickles, Star Wars Fan 1, Funny Rainbow, etc.).
 - Your staff contact can post your blog under their account/blogger name and give you credit, or not, at the end of the blog. If you're given credit, credit can be given in the form of stating:
 - Your first and last name.
 - Your first name.
 - An alias or pseudonym (such as BunnyTickles, Star Wars Fan 1, Funny Rainbow, etc.).
 - If you can think of another option not listed above, please mention it and we can see what is possible!
- When choosing an option it is important to consider:
 - Your blogger name will be associated with every blog you submit.
 - Your blogger name will appear on the 'Blog' section of our website.
 - Your confidentiality may not be able to be as protected as you may like. People may be able to see you blogger name or blogs themselves and link them back to you. This is something to consider when picking a blogger name, choosing how you want your blogs to be posted, or



determine what you may be interested in sharing. **Assume that all information that is shared through a blog will become public information.**

- Blogger names will appear on the 'Blog' section of the ARCH website in alphabetical order.

3. **Your Email.**

- In order to put your name and/or alias on the blogger list, your email will be needed to create a blogger profile. If you aren't interested in giving your email:
 - You can create a new email specifically for writing blogs (Hotmail and Gmail allow you to create free email accounts).
 - Your staff contact can post your blog under their account/blogger name and give you credit, or not, at the end of the blog. If you're given credit, credit can be given in the form of stating:
 - Your first and last name.
 - Your first name.
 - An alias or pseudonym I can always post your blog for you under my account name, but still give your name and/or alias / pseudonym credit for writing the blog.

4. **Writing a Blog.**

- There is no specific artistic expression or art form that needs to be followed when writing a blog; your options are endless! Some examples may be: blogs, vlogs, poems, songs, personal stories, recollections, memories, paintings, photo voice, photography, sharing knowledge on a topic of interest or expertise, case studies, letters to the editor, policy briefs, or even recipes! You're even allowed to submit a piece of writing that takes on a specific shape through moving and reformatting the words on the page.
- If any support is needed for writing a blog, please get in contact with your staff contact. Support can be provided by asking for advice, tips, or bouncing ideas off one another.
- ARCH has a Speakers Bureau Workshop that helps individuals create their stories and ideas. This may be a useful tool and resource for the blogging you will be doing.
- You are welcome to write blogs as little or as much as you like, whatever works best for you! This could be weekly, bi-weekly, monthly... it's your choice!

5. **Submitting a Blog.**

- Please submit blogs in the form of a Word Document (.DOC file) attachment to an email, a Google Doc, or as a written email; whatever is most accessible and realistic for you and the piece of work you have written.



- Submitting blogs through email communication is preferred. If this is an inaccessible method please let your staff contact know so other methods can be discussed.
- When submitting a blog, there is also an option to include “tags.” Tags are single, keywords that briefly describe a topic mentioned in your blog. As an example, if you are writing about personal experiences while shopping while trans or non-binary, tags may include “shopping,” “transgender,” “trans masculine,” and/or “safer space.” If you would like specific tags to be used, please mention these in your email. Otherwise, random ones will be selected.
- Before the blog is posted on the ARCH website, it will be reviewed for spelling, grammar, flow, and appropriate language that corresponds with ARCH’s values ([please visit this section of the ARCH website for clarity](#)). **This can of course change if a piece is being written from your personal experience and belong to communities in which the words apply to. Check in with your staff contact for further clarity.**

6. Sharing the Blog.

- The blog you write will be shared on the ARCH Website. The link for where blogs appear on the website is listed at the beginning of this document. Blogs show up chronologically (based on time) with the most recent appearing at the top.
- By clicking on a blogger’s name within the list on the ‘Blog’ section, individuals can also sort blogs by the individual who wrote them for quick access.
- You are more than welcome to share your blog once it has been posted on the website.
- Please let your staff contact know if you are comfortable with us sharing your blog on our social media as well (Facebook, Twitter, and Instagram).



HIV/AIDS Resources and Community Health (ARCH) Blogger Consent Form

Your Blogger Name

Please check the option you are interested in being standard when submitting blogs. When making a check mark, you are indicating that you understand how that choice may impact your confidentiality and are comfortable with the information you are sharing via a blog becoming public knowledge. **You are welcome to change this standard at any time or only for certain posts. Please indicate your wish to change how the blog author is identified when submitting your blog if it is a rare situation. Please reach out to your staff contact if you wish this to become a permanent change so this form may be altered or created again:**

- Your first and last name: _____
- Your first name: _____
- An alias or pseudonym: _____
- Your staff contact can post your blog under their account/blogger name and give you credit, or not, at the end of the blog. If you're given credit, credit can be given in the form of stating:
 - Your first and last name: _____
 - Your first name: _____
 - An alias or pseudonym: _____
- Another option:

Your Name

Date (dd/mm/yyyy)

Staff Contact Name

Date (dd/mm/yyyy)

