**How to Contribute to the**

**Wharton Work/Life Integration Project (W/LIP) Forum**

We’re excited that you’re interested in becoming involved with the Work/Life Integration Project Forum!

There are several ways you can contribute:

* **Subscribe to receive Forum updates and “like” the Work/Life Integration Project on Facebook**

New Forum pieces go directly to subscribers’ inboxes. Facebook keeps you up-to-date on all W/LIP activity.

* **Comment on the Forum**

We hope what you read here stimulates thoughts and questions, and we would love to hear yours. Click “Leave a comment” at the top or bottom of every Forum post to let us know what you think. (We monitor comments for relevance, so it may take up to 24 hours for your comment to appear.)

* **Write for the Forum.**

This is a forum in the truest sense – a place for open discussion and exchange of ideas. New contributors are always welcome; please see below for more guidelines.

How to write a great Forum post

**Step 1: Choose a relevant topic.**

Forum pieces should address work plus at least one other dimension of life (family, community, or private self). Consider who the target audience for your piece will be – our readership is broad, including men and women from their first jobs to later stages in their career – but a clear idea of the reader to whom you’re speaking will help focus your piece. Choose a topic with which you have distinctive experience or expertise.

**Step 2: Email the Forum for topic approval.**

The Forum team will work with you throughout your writing process, beginning with your topic. We may provide feedback to help you focus your topic or research to be sure it’s a good fit for the Forum.

**Step 3: Choose a type of post.**

Decide whether you plan to write a short-form or a long-form piece. Short-form pieces on the Forum are usually 700-1,000 words long (about one page). The goal of short-form pieces is to provide a novel presentation of, or new connections between, ideas. Long-form pieces are 2,000-2,500 words long (three to four pages) and require more research. The goal of long-form pieces is to present new information.

**Step 4: Do research.**

Every Forum piece should include reference to at least one other source. Short-form pieces may refer to other articles or opinions; long-form pieces should include more references, preferably to other research sources.

**Step 5: Write.**

Before you begin writing, browse previously published Forum pieces to get a sense for tone and style, such as [“Careers Outside the Narrow Path”](http://worklife.wharton.upenn.edu/2013/10/careers-outside-the-narrow-path/) and [“What I Wish I’d Known: Get Credit for What You Already Do”](http://worklife.wharton.upenn.edu/2014/02/what-i-wish-id-known-get-credit-for-what-you-already-do/).

**Step 6: Revise.**

When you’ve completed a draft, send it to the Forum team to begin editing. We will provide suggestions on both content, including research, and grammar and style. This process may include several feedback cycles.

**Step 7: Publish and share.**

When revisions are complete, we will contact you to confirm when the piece will be published. You can help us share you work by emailing, posting, and tweeting it to your network, and engaging them in discussion.

Reach us at workandlife@wharton.upenn.edu. We’re looking forward to working with you as a contributor!