Coworking Resources
Writer Guidelines

How Do I Contribute?

Who do we write for?

CoworkingResources is a publication aimed at providing the most comprehensive guides, coworking inspiration and tech hacks to coworking operators, owners and anyone who's interested in actionable advice
and insight that will improve their coworking space.

Values

We create high-quality content, backed by experts and research, to gain reader trust and credibility. As the number one publication for coworking content and the leading voice of the industry, we create original content for the advancement of our audience, we do not accept paid or sponsored posts.

Style

CoworkingResources content is informative and assertive, but it should
be easy to read. We use U.S. English grammar and, in almost all cases, we
follow AP Style Guidelines.

Send the final draft of your piece to
content@coworkingresources.org for review or hit the button.

Submit

Guidelines

Topics should be current and specific, falling into one of four categories:

- Planning
- Setting Up
- Operating
- Scaling

- **Subheaders** are required for easy skimming.

- **Submissions** must be at least 800-1,000 words.

- **Contributors** are welcome to include a relevant CTA of up to two sentences with a hyperlink at the end of their posts.

- We only accept **original content** and not existing content.

- Sources of data, statistics or research **should be linked back** to its original source.

- **CoworkingResources** reserves the right to remove or no-follow any link at our discretion.

- We reserve the right to **edit, refuse to publish or remove** any content from the publication.

Writer Checklist

Sentences vary in length.
Eliminate sentences that end in prepositions.

Write in the active voice, not the passive voice.
Passive: "**While** coworking **is** becoming a global phenomenon, the U.S. **is** still lead**ing**..."
Active: "Coworking became a global phenomenon in 2010, the U.S. leads...."

Headlines
Follow AP Style standards for capitalization. If you're not sure you can use this resource. Click on Associated Press style**:**
headlinecapitalization.com

Punctuation

One space after periods, not two
Colon**:** **C**apitalize the first letter of the word after a colon if it is a full sentence

If a number begins a sentence write it out. 'Twenty tips for coworking managers'

Em Dash on the website is formatted: "email—on a single platform—includes…" not "email- on a single platform- in-cludes"

, before "**which**"
Use an oxford comma: "She loves to wear red**,** white**,** and blue.
Quotations: "I love soda," Alex say**s**.

Common Grammar Issues

- Bluetooth not BlueTooth, not bluetooth

- Breakeven not break-even

- Coworking (no hyphen); Co-worker (use a hyphen when it's someone at your company)

- Every day (adverb), everyday (adjective)

- Farther refers to physical distance: He walked farther into the woods.

- Further refers to an extension of time or degree: She will look further into the mystery.

- Floor plan is two words, not floorplan, not floor-plan

- Home-based, office-based, not homebased, not officebased

- i.e. not ie….also follow i.e. with a ',' … Blah blah (i.e., blah blah)

- internet is always lowercase, unless it begins a new sentence

- Keyless not key-less

- Long term or long-term (adjective); not longterm

- Off-site not offsite

- On-site not onsite, for all uses

- Percent: spell out, don't use "%"

- Square feet: 'The coworking floor is 10,000 square feet. It's a 10,000-square-foot area.'

- Startup is always one word

- Time: a.m. or p.m. not AM, PM

- Toward not towards

- U.S. in body text, US in headlines

- Versus: vs. not vs

- Well-being…not well being, not wellbeing

- Workweek, workstation… not work station, work week, etc.

- Workspace not work space, not work-space

- Write out numbers smaller than 10

Your notes