

Blogging Tip Sheet

Things to keep in mind when posting blogs to your portfolio:

- Your blog posts should include thoughtful reflections of your learning and communicate specifically what you've discovered through your research or learning activities. The posts **should not appear to be an assignment log**, thus do not include the prompts within your post. Oftentimes your peers will read and comment on your posts. Remember, you're not only communicating your learning to your instructor, you're helping your peers to learn and discover new ideas as well.
- Whenever you put the author's name, **put the year in parenthesis according to APA**: Richardson (2010) states... OR **include the author and year at the end of the sentence**...indicating that Wikis support student collaboration (Richardson, 2010). You **do not need** to put the author's **first name**, the last name will suffice. You should notice this in research papers you read as well, the first name is rarely used.
- Here is your textbook referenced in APA style (put these at the bottom of the posts where you reference Richardson):
Richardson, W. (2010). *Blogs, wikis, podcasts, and other powerful web tools for classrooms*. (3rd ed.). Thousand Oak, California: Corwin.
- While quotes are acceptable, they are not always preferable. Keep them to a minimum and just **summarize what the expert said**. It's better to write something like Richardson (2010) suggests, argues, conveys, etc. These terms are great - look for other synonyms as well. If you do use a direct quote, follow APA format.
- When you write your posts, act like **your reader has never read what you have read**. In other words, never write "I liked the quote in the Richardson book" You will want to explain what you're referring to and summarize it so the statement makes sense to anyone who may read it.
- Blog entries represent your professional learning and dispositions. Therefore, you should write in a scholarly manner. For example, **refrain from using contractions, spell out any numbers and acronyms and watch for verb tense agreement**.
- Put a **capital letter at the beginning of a quote** if it is a complete sentence.
- **Never list websites at the end of your post** with no explanation of their use. Also, don't put "The following sites helped me with this post:" You should summarize how or what the sites did to help you better understand the topic and **hyperlink those sites**, using the name of the site, within the text of your post. This will help your reader as they will be able to easily access the site as well.
- **Never end a post with a quote** unless you set it up by explaining how it relates to your argument. Random quotes are not necessary, you'll want to primarily express your thoughts - just support your thoughts

with experts' ideas.

- Be sure to **give credit to the photographer** if you post a picture. I recommend using Flickr to find Creative Commons' photographs for use in your blogs. Provide appropriate credit for videos and other media you post as well.
- Also, **please do not use excessive quotes or parentheses** in your writing. If you normally use air quotes in your speaking, don't use them in your blog posts. A great blog to check out on this topic is [The Blog of Unnecessary Quotation Marks](#)
- There is **no need to put the name of the book**, since it's listed in the reference list at the bottom of your post; however, if you do, **ITALICIZE the title** rather than put quotes around it.
- Finally, **watch your apostrophes** with possessives and conjunctions. Remember, 'its' is an understood possessive but 'it's' means it is. If you have trouble with grammar and conventions, you can use a tool such as Grammarly to assist you with your writing.

Be mindful of the fact that these blog posts can, and will, be read by others since they are posted on the Internet. You may track your blog postings and find that people in several different countries have read them throughout the semester. Thus, your posts should be professional and free from errors, as well as express your voice and personal style.