# **HHS.gov Blog Post**

*Attach this Word document to the JIRA ticket, using the HHS Drupal Blog issue type.*

**This blog post is *(select one)*: Internal to HHS.gov/blog** OR **Reposted from an external blog**

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| --- | --- | --- |
| **Field Title** | **Required** | **Content & Metadata** |
| Link to External Blog Post | For External Posts |  |
| External Blog Name | For External Posts |  |
| Title | X | *Limited to 65 characters including spaces. This will be used as the browser title, breadcrumb, and for social media sharing.* |
| Full Title |  | *Expand on the title if needed. This will be used as the heading on the page.* |
| Description & Summary | X | *Limited to 160 characters including spaces*. |
| Author | X | Provide full author info for any individuals who have not already contributed to the HHS Blog, otherwise name only.  First Name:  Last Name:  Title & Organization: |
| Co-Author |  | Provide full co-author info for any individuals who have not already contributed to the HHS Blog, otherwise name only.  First Name:  Last Name:  Title & Organization: |
| Date Posted | X | *The date that should appear on the blog post.* |
| Topic Category | X | *Select 1-2 categories from the “HHS Categories” list. Related content is shown based on these categories.* |
| Topic Tags |  |  |
| Audience | X | *Choose the main target audience from the “HHS Audiences” list. This information will not be shown to blog visitors.* |
| Operating Division |  | *The source organization of this content. Defaults to HHS Office of the Secretary for original HHS Blog posts.* |
| “Tweet This” Custom Tweet |  | *The tweet is limited to 140 characters including a short URL and “via @HHSgov” – this leaves approx. 106-111 characters for the tweet content.* |
| Attachments |  |  |
| Thumbnail and Image Alt Text | If images are included | *The thumbnail image must be sized exactly 160px x 120px. Thumbnail images are used on listing pages and in related content blocks.* |
| Image Caption(s) |  |  |

***Below, please enter the blog post body and insert any in-body images where you would like them to appear on the live site.***