

## Writing Optimised Content for your Website

Title	<ul style="list-style-type: none"> <li>• 64 characters long which includes spaces</li> <li>• The title needs to be unique on each page on your website</li> <li>• User graceful truncation after the 64<sup>th</sup> and 75<sup>th</sup> characters. Graceful truncation happens after a space i.e. so try and end words on the 64<sup>th</sup> and 75<sup>th</sup> characters otherwise search engines will chop your word in half or not use it all.</li> <li>• Use synonyms of your title keywords within the content of your article</li> </ul>
Keywords (meta)	<ul style="list-style-type: none"> <li>• Limit to 35 keywords</li> <li>• Separate individual keywords with a single comma</li> <li>• Don't use spaces after the commas</li> </ul>
Description (meta)	<ul style="list-style-type: none"> <li>• 24-26 words</li> <li>• No more than 160 characters</li> <li>• Spread keywords over 2 sentences</li> <li>• Use a call-to-action in the second sentence</li> </ul>
Article Content	<ul style="list-style-type: none"> <li>• No more than 150-200 words</li> <li>• Use <b>Bold</b> and <i>Italic</i> for keywords where appropriate</li> <li>• Don't use the <u>underline</u> tool</li> </ul>
Keywords Density	<ul style="list-style-type: none"> <li>• <b>Sector 1</b> (title, heading tags, bold, italicised and image alt(ernative) text) – 20% density</li> <li>• <b>Sector 2</b> (other text) <ul style="list-style-type: none"> <li>• 2 Word Keyphrases – 2 to 4%</li> <li>• 3 Word Keyphrases – 0.8 to 1.5%</li> <li>• Related Keywords – 0.2 to 0.5%</li> </ul> </li> </ul>
Call to Action	<ul style="list-style-type: none"> <li>• As per the second sentence of your meta description</li> <li>• Bottom of the page content, will appear just above the footer</li> <li>• Six to nine words long</li> <li>• Contains contact telephone number or email address</li> </ul>
Tags (blog only)	<ul style="list-style-type: none"> <li>• Add as many one and two word tag phrases, which must include the MAIN keywords/phrases used in the article and must NOT be categories</li> <li>• When adding Tags use a comma separated list, for new articles tags are added when the article is submitted.</li> <li>• When editing existing articles, use the Add button next to the tags box to dynamically assign tags.</li> </ul>
Categories (blog only)	<ul style="list-style-type: none"> <li>• Limit the categories to half a dozen or so succinct categories in order to categorise your blog (i.e. Latest News, Industry News, Press Releases etc)</li> <li>• Categories can be dynamically created and assigned when adding new or editing existing articles</li> </ul>
Release Date (blog only)	<ul style="list-style-type: none"> <li>• The date you would like the release to appear</li> <li>• Defaults to the present time/date</li> </ul>