Welcome to Constant Content!

WRITERS' ONBOARDING GUIDE

constantcontent®

Welcome to Constant Content

Get ready to become a part of a unique group of writers! Start writing topics you are passionate about and get paid to match that passion. Together with the Constant Content editorial team, you will start creating exciting, high-quality content for our clients and earn money in your sleep!

Our writers make money in one of two ways; by submitting articles to the catalog for sale at a price they set, or by responding to custom requests from clients and writing on a project by project basis. Our highest earning writers make in excess of $70K per annum and are almost exclusively custom content providers!

It's easy to get started: simply follow our interactive guide chock-full of key tips and common questions.

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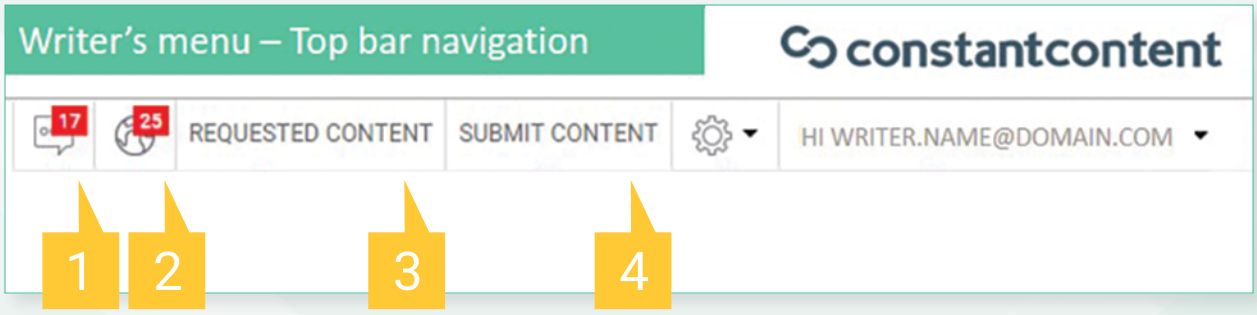
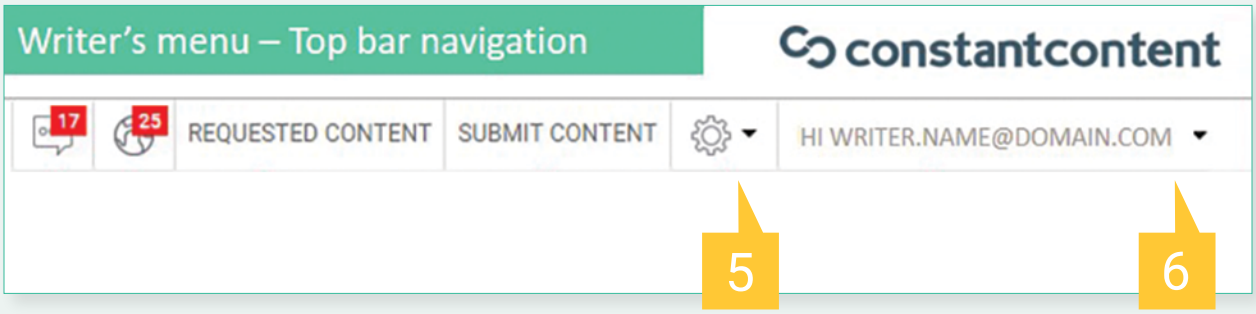
Using the Writer's Menu

Using the Writer's Menu

When you've logged into your Constant Content dashboard, you'll see some options in the top navigation bar. These include several submenus which give you access to important parts of the site via the gear icon or your account name. (You must be logged in to effectively navigate these links.)



1. **Inbox** – You'll get notifications of any messages that you've received from our clients here. If you aren't getting messages to your personal email address, you can check your latest messages here.
2. **Notifications** – This is where all system notifications are displayed, including new requests, article sales and editorial feedback
3. **Requested content** – Where you can view all content that was requested to you
4. **Submit content** – Where you submit completed content



5. Gear (Tools) – Learn about the "Tools" menu

Requested content – Content requested by clients, as above
My projects – View and manage projects you've been invited to
My revision requests – Revision requests for custom content
Received offers – Offers to buy your articles from clients
My content – All of the content you've submitted
My sales – Your sales made through Constant Content
Writing ideas – Recent catalog sales, category inventories and recent and popular search terms to help you find new article topics
Forum – Advice and support via writer forum

6. Your login name (My Account) – Learn about the "My Account" section

My account dashboard – An overview of your account
My profile – Update your bio and photo
Edit my account – Make changes to your account
Edit my request settings – Update your eligibility details for requests
Contact – Contact Constant Content via our support line

Setting Yourself Up to Sell

Setting Yourself Up to Sell

The key to being a marketable and professional freelance writer on Constant Content is to market yourself as one. Presenting yourself as a professional writer starts with uploading a good headshot to your Constant Content profile and providing a captivating bio.

Your Photo. Your Brand.

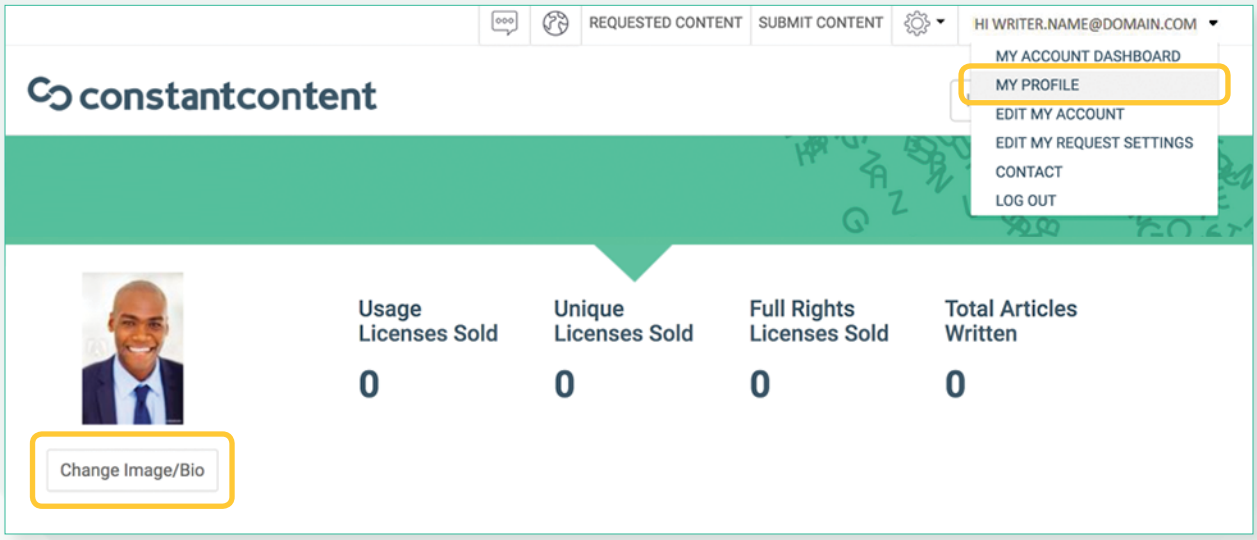
Choose a professional photograph. A good, well-posed headshot transforms you from being an anonymous writer on the Internet into a real person. Ensure that:

- You're smiling
- The photo is in focus, well-framed and not too light or dark
- The background isn't overly busy or distracting
- You avoid "cute" or inappropriate pictures

You want clients to see you as a professional peer – not as a weekend warrior taking their first stab at writing – and your profile picture should reflect that.

Good Example

Not-So-Good Example



Editing a Photo

To update your photo, head over to the **My Profile** screen (found in the dropdown menu under your account name), then hit the button labeled **Change Image/Bio**.

After that, it's as easy as choosing the perfect photo from your computer and hitting **submit**.

Making the Most of Your Bio

It's important that you make it as easy as possible for prospective clients to quickly understand your writing style, background, and experience. Therefore:

- Your bio should be written in the third person, to reinforce your name and add authority to your profile.
- You should have between 80 and 120 words in your natural writing style.
- Include any relevant qualifications, experience, or skills, but keep things concise.

The secret to a successful bio, is to remember you're selling yourself. Don't be shy, be bold!.

Showcase your Education and Expertise

Be sure to enter credentials, education and certificates that you have earned so clients can see this information when they view your profile.

The more you provide, the more you'll be able to show your level of expertise to clients. It's as easy as scanning your certificates and uploading them to the platform.

Content Specializations/Preferences

Clients often direct their requests to those with the most experience writing the content they need. Adjust your preferences to reflect your expertise.

Expert Groups

If you have a professional certification or experience in the subject of one of the Expert Groups listed, hit the apply button within your dashboard (you will only be able to see the apply button once you are an approved writer. You can become an approved writer once you have at least 1 article accepted). You'll be asked for a short written application and to provide any supporting documents.

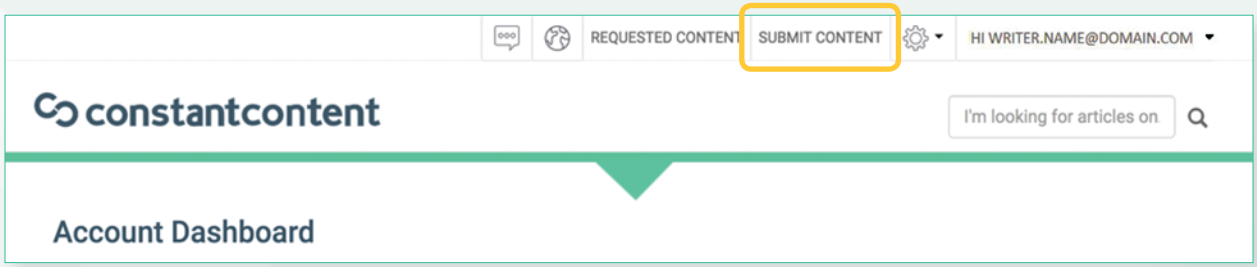
Constant Content will review your Expert Group application. If accepted, you'll be able to claim the client's Expert Requests. These groups exist to provide clients with authoritative, expert-level content, and clients normally pay an above average price for these articles.

Making the Most of the Catalog

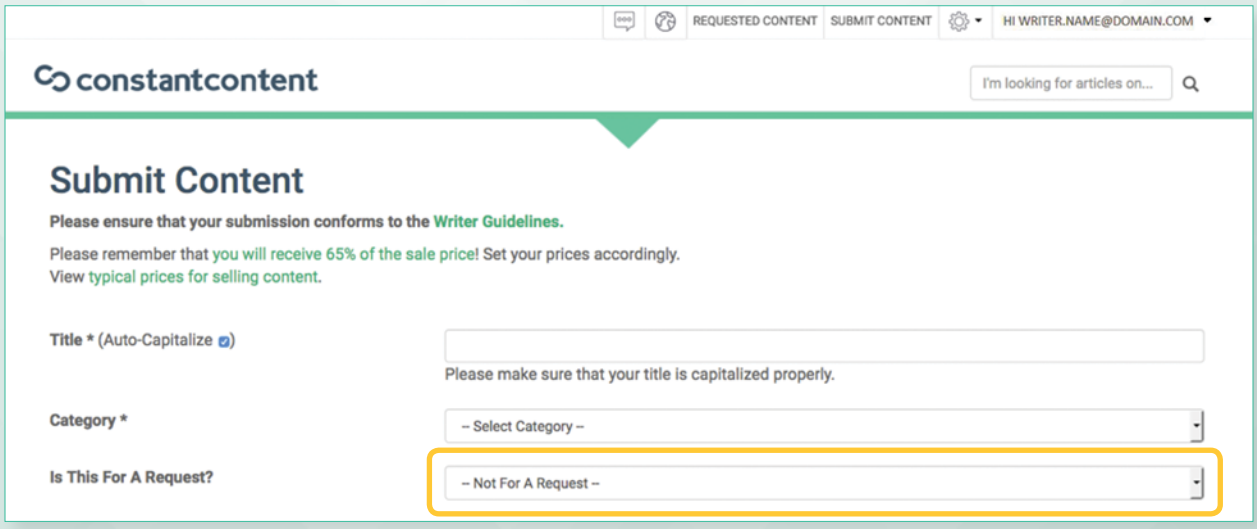
Making the Most of the Catalog

It's easy to submit articles to the catalog! Here's how:

1. Log into your account.
2. Click the **Submit Content** button.



3. Complete the submission requirements (leave the drop down as **Not for a Request**) – and complete the rest of the form requirements clearly laid out including your price and a summary.

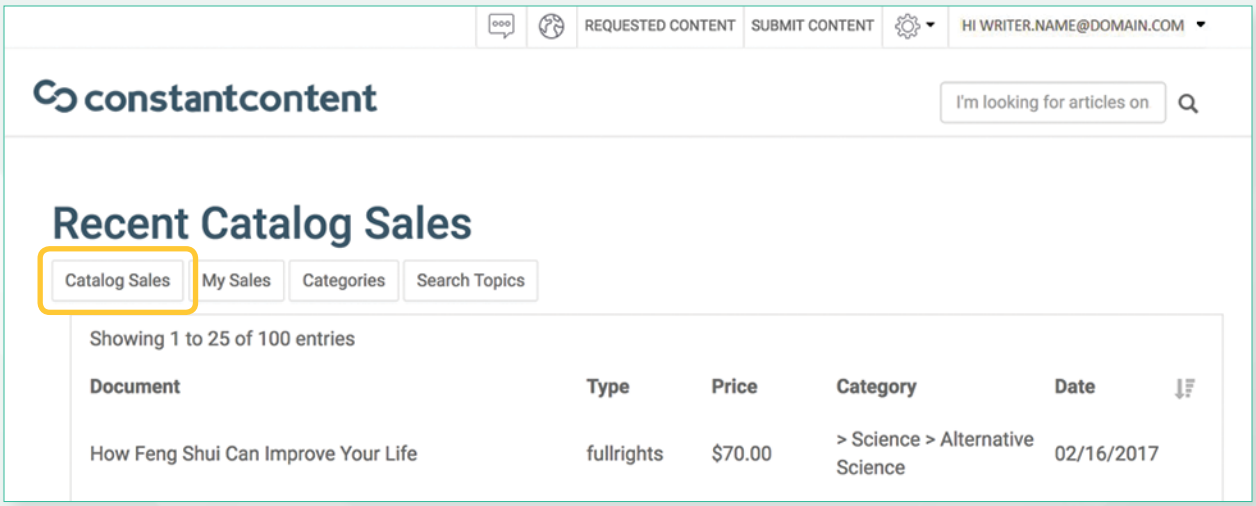


4. Save as a draft, or submit to the editorial team for review and approval. Please note that editorial approval can take up to 5 business days.

Using Catalog Sales Information

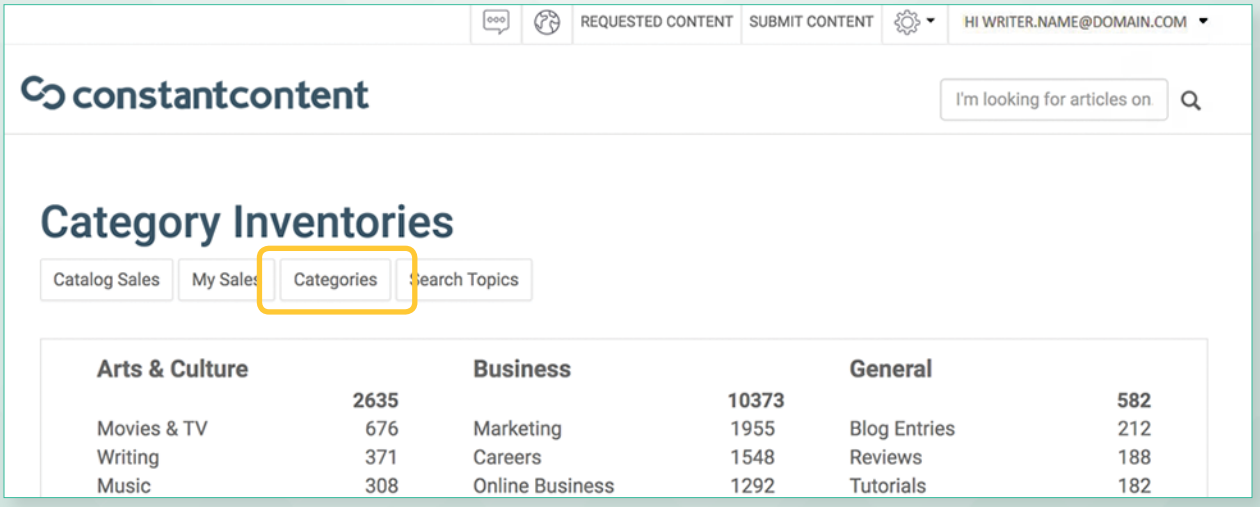
Within your dashboard, the **Catalog Sales** tab lists the last 100 articles sold on Constant Content. Here you can quickly see what categories and themes are selling, and how much articles are going for.

This information also helps you keep up-to-date on seasonal trends so you can write about them at the peak of interest to maximize on what's selling.



Categories

The categories tab shows the entire catalog inventory at a single glance. Within this view you can determine which categories are popular with clients. Specializing in a category can help to generate Private Requests from clients who need that type of content.



Search Topics

The search topics tab lets you see what clients are searching for, both recently and over the last three months. Knowing what your clients are looking for can help ensure your writing will be in demand.

Putting it Together

Writing on both popular search topics and for popular categories will ensure that your writing is always in demand.

Understanding "Full Rights"

Constant Content allows you to sell your articles under a **Full Rights** license. This type of license gives the client full and exclusive rights to do whatever they want with your article after they have purchased it including the following:

- Add the article to one website, magazine, newsletter, blog or other publication
- Add links to the article
- Add the article to multiple websites, magazines, newsletters, blogs or other publication
- Change the article
- Remove the writer's name or byline.
- Take credit for writing the article
- Resell the article.

A full rights license can only be sold once for each article. Purchasing a full rights license removes the article from our catalog.

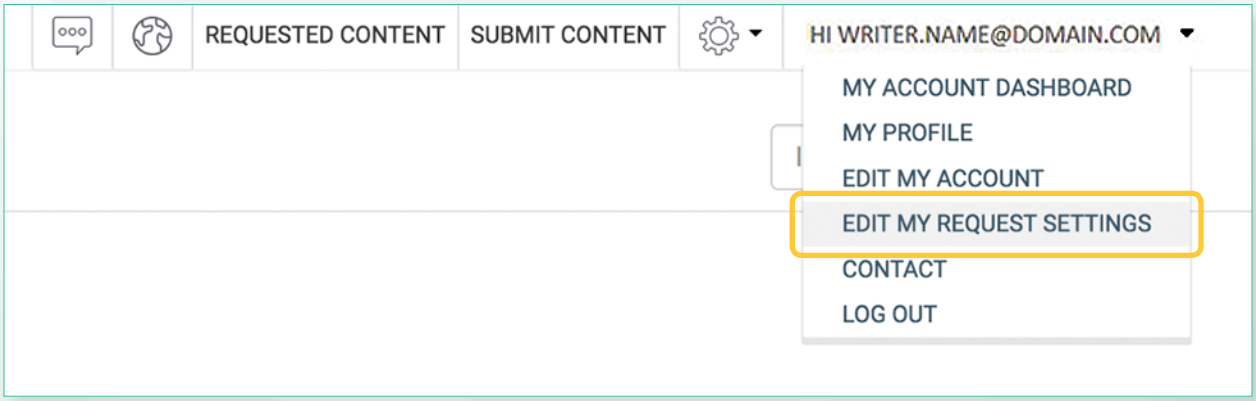
Understanding the Request System

Understanding the Request System

Apart from submitting content to the catalog, you can also submit custom content through the request system.

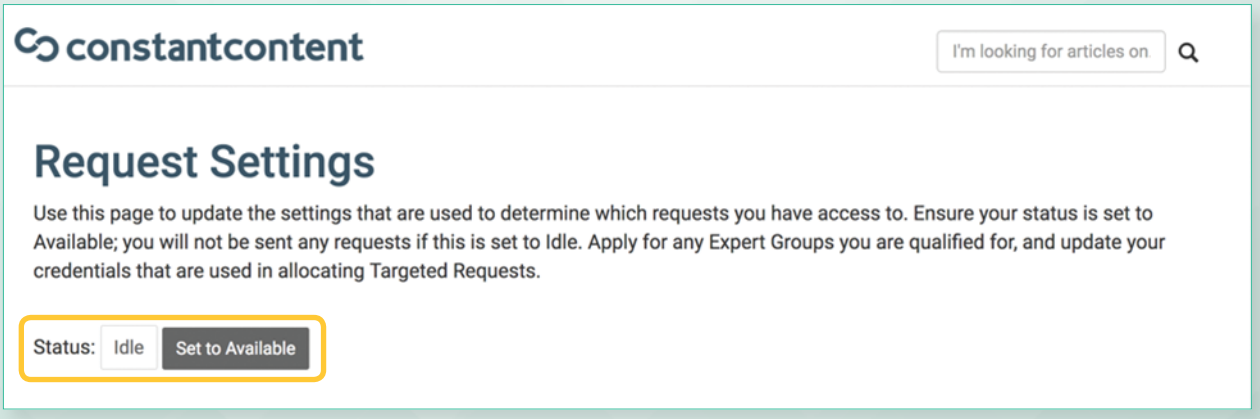
Managing Request Settings

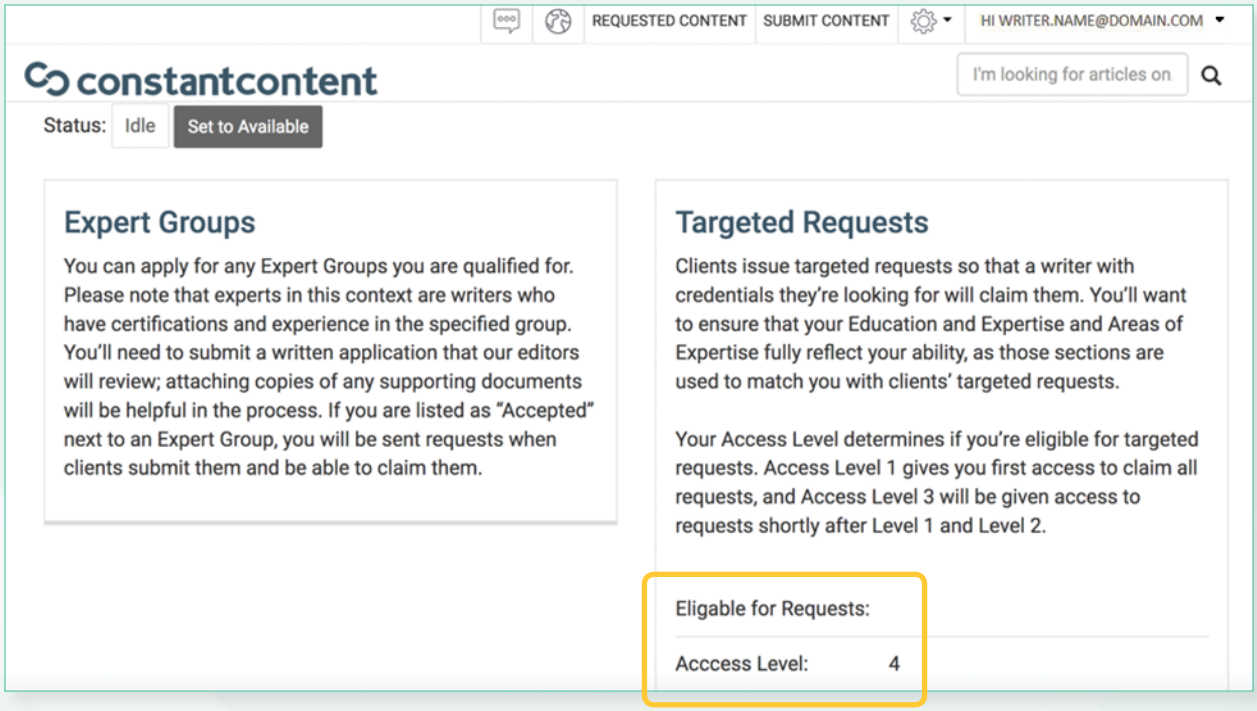
The first thing to do is to manage your request settings in your profile.



Status

Switch between Available and Idle. If you're set to Idle, you won't receive any requests and will be excluded from Writer Search results.





Eligible for Requests

This tells you if you will be sent requests. To be eligible you need to have at least 1 article accepted by the editors and be given an Access Level.

Access Level

Your Access Level determines if you're eligible for Targeted Requests. Access Level 1 gives you first access to claim all requests; subsequent access levels will be sent requests shortly after Level 1.

Your access level is built around several factors, including the number of articles you've had accepted, editorial feedback, attention to deadlines and profile completeness. The best way to improve your Access Level is to regularly submit high-quality, error-free content.

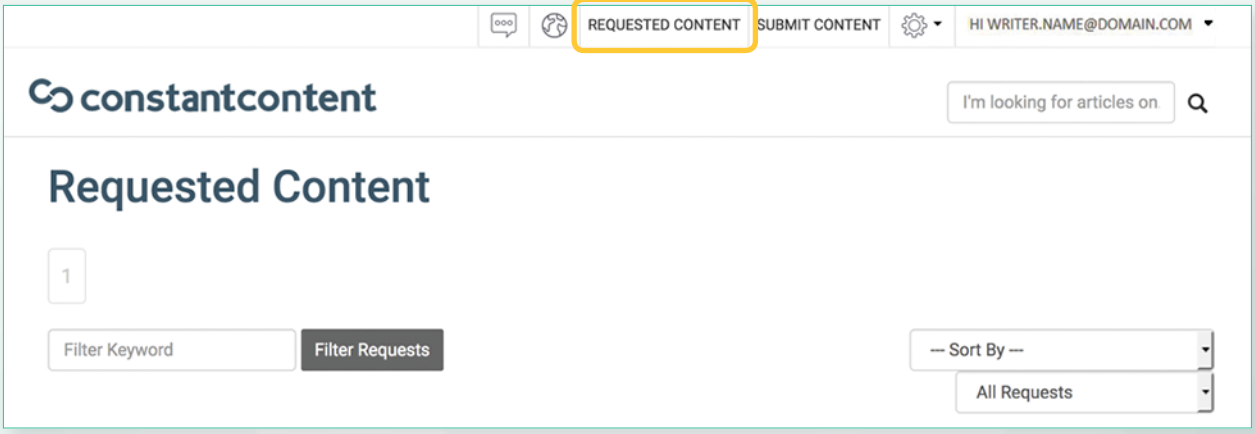
Private and Public Requests

There are two types of writer requests on Constant Content: **Public Requests** and **Private Requests**.

1. Public requests are open to all writers.
2. Private or writer pool requests are limited to writers specifically selected by the client.

Finding and Applying for Public Requests

These requests are open to all writers on Constant Content. You can view these requests in your dashboard by clicking on the **Requested Content** button.



As soon as the editors approve one of your article submissions to the catalog you'll be allowed access to public requests.

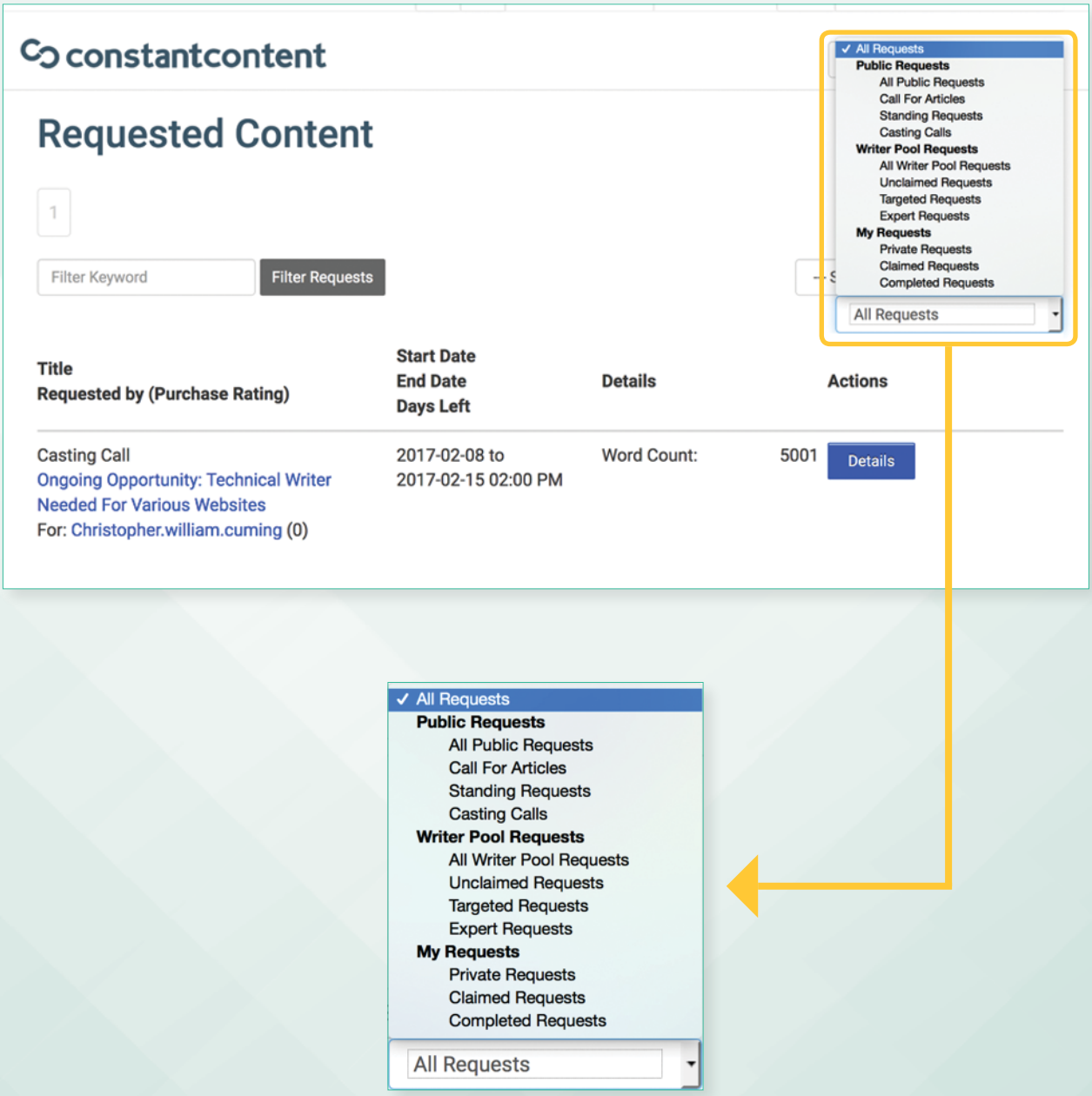
Clients placing public requests expect content right away, so you need to be responsive. If you're really interested in getting a sale through a public request, write a relevant article and show it to the client. Simply saying "I can write this article" is not enough, as every writer on Constant Content can say the same.

Providing content right away shows the client that you are capable of writing and delivering to their specifications.

Maintaining a well-stocked portfolio of other writing also allows clients to browse your work and determine if you're a good fit for their public request. This helps build a relationship between you and the client, giving you a head start for any future public requests.

Finding and Filtering Public Requests

It's easy to filter and find requests within the interface.



Types of public requests include:

- Casting calls (example in screen grab above)
- Call for articles
- Standing requests

Casting Calls

Casting calls are created by clients who want writers to apply to a specific project so they can find out if you'd work well together. If you're interested in casting calls, submit your application to the client by clicking the **Apply** button.

Call for Articles

This type of request is created by clients who invite all writers to submit articles for their topics. Simply attach your article or send the requestor a message. Articles that aren't purchased are added to the catalog after three days.

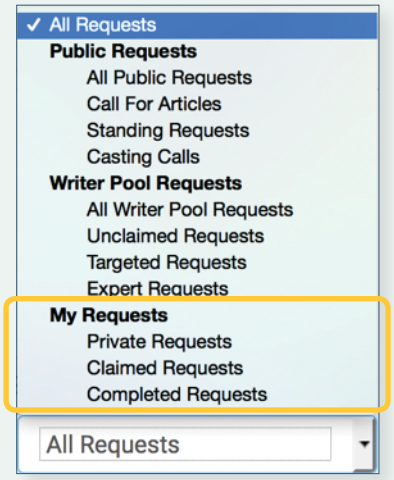
Standing Requests

Standing requests are calls for articles issued by Constant Content, based on what we think will sell. We'll issue standing requests when we need more articles for parts of our catalog. Articles that you submit for standing requests will automatically be added to the catalog.

All About Private Requests

Private Requests is content that a client has specifically requested you to write. Only you will work on their request.

As your portfolio and reputation grows on Constant Content, you can expect to receive more of these exclusive, Private Requests. Please ensure that you "claim" Private Requests as soon as you receive them. This lets the client know that you're planning to complete the request.



How to become eligible for Private Requests

Private Requests appear in the same format as public requests; however, only you have access to your Private Requests. When you receive a Private Request, you can choose to accept or decline the work by messaging the client. Successfully fulfilling Private Requests is a great way to build repeat business through Constant Content.

Becoming eligible for Private Requests is simply a matter of appealing to clients. Once a client notices some of your work, either through the catalog or public requests, they may opt to send you a Private Request to write an article.

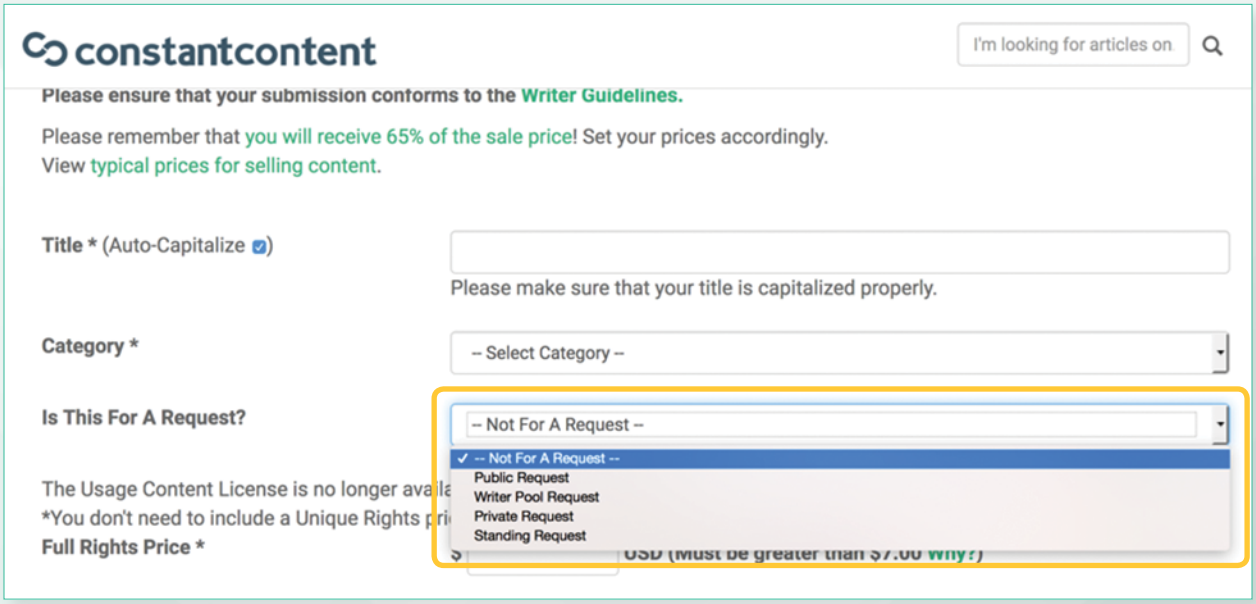
Maximizing your Private Request Appeal

To maximize your chances of receiving a Private Request, it's important to ensure your portfolio is well stocked and that there is a large variety of content that clients can browse through to determine if you're a good fit for their project.

Submitting Articles for Requests

Submitting a new article for a request

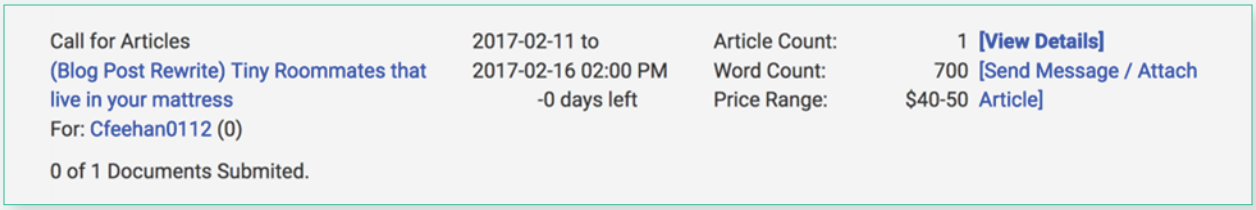
- Start by writing your article according to the guidelines the client has created
- Make sure that you follow all instructions in the request!
- Go to the **Submit Content** page
- Fill out all of the standard fields on the page
- On the **Is this for a request?** dropdown, select the type of request that your content is for



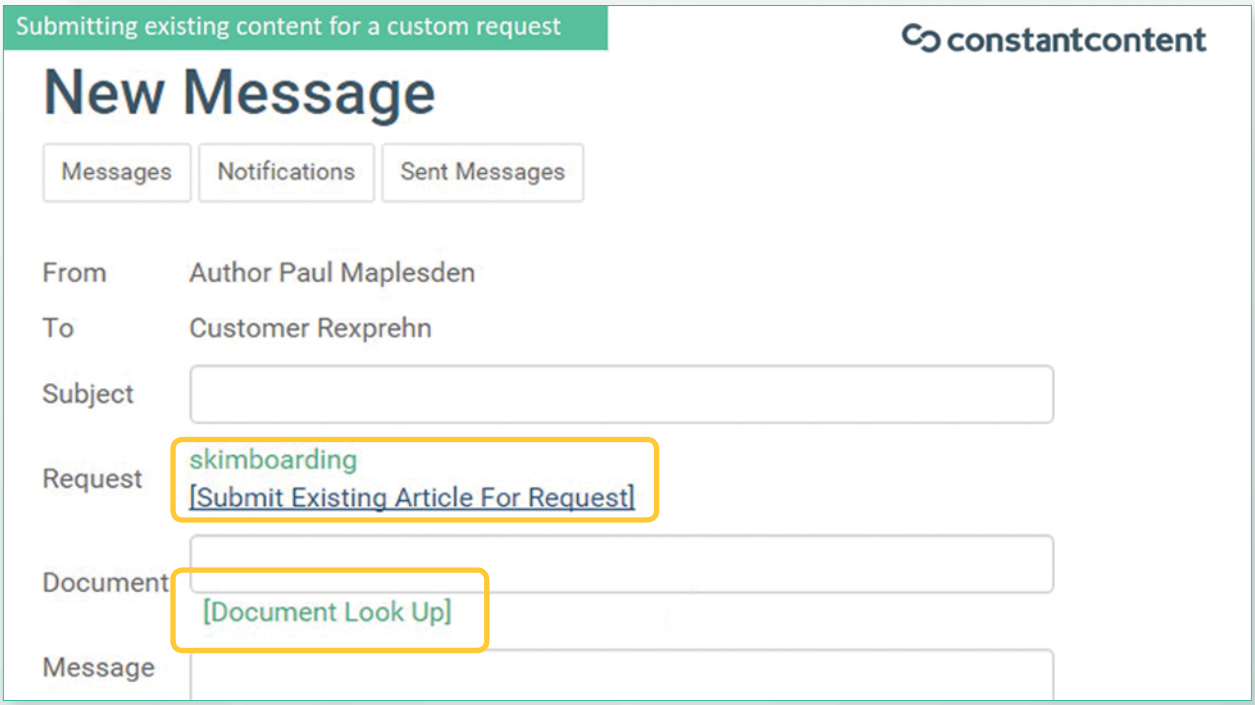
- Another box will pop up and you can select the specific request
- If a second box doesn't pop up, you'll need to go back and "Claim" the request on the **Requested Content** page
- Complete the submission form as normal and click **Submit** to submit your article
- Once your content has been approved by editorial (our editors prioritize articles that are submitted for requests), the client will be notified and can purchase your article.

Existing Articles

- You might already have written the perfect article for a request
- All the unsold content that you've created is available through **My Content** under **My Account**
- Go to the **Requested Content** page, and you'll see all of the available requested content



- Find the request that you want to submit an article for
- Click on **Send Message / Attach Article**. If you don't see **Send Message / Attach Article**, you will need to **Claim** the request first
- The **New Message** box will pop up



- Filll in all the relevant fields
- Click on **Submit Existing Article For Request**
- The **Document** field will pop up
- Click on **Document Look Up**
- You can then select the article you want to attach
- Fill in the message to the client
- Click **Send Message**

The client can then review and decide to purchase the article.

Note: It's fine to use the **Send message / Attach Article** option to send an existing article, but **please do not paste the content of an article** into a message to send it.

Writer Pool Requests

The term "Writer Pool" refers to the system our site uses when creating the request; it will create a "pool" or group of writers who match the instructions a client has provided and then make the request available to that group.

Targeted Requests

Clients issue Targeted Requests so that a writer with the appropriate credentials will claim them. Ensure that your Education and Expertise and Areas of Expertise fully reflect your ability, as those sections are used to match you with clients' Targeted Requests. You will only see Targeted Requests if your Request Settings match what the client has targeted.

Expert Groups

If you've applied and been accepted to write in an Expert Group, you'll be able to claim these requests.

Project or Team Requests

Only writers the client has added to their project team will be able to claim these requests.

Managing Projects

Managing Projects

My Projects is a central location on Constant Content where you can quickly view and manage your requests. It's broken down into three main categories:

Calendar

The calendar displays project notes and deadlines.

Requests

The requests section lists all current public requests, any writer pool requests that you are eligible to claim, and any Private Requests you may have.

Messages

The messages section contains messages related to requests.

You can apply to projects by responding to casting calls; clients can add you to a project if they like your application.

The main view of projects shows all the activity on your account, and helps you manage all of your requests. Choosing a specific project will show you just the information and requests related to that project.

What are Projects?

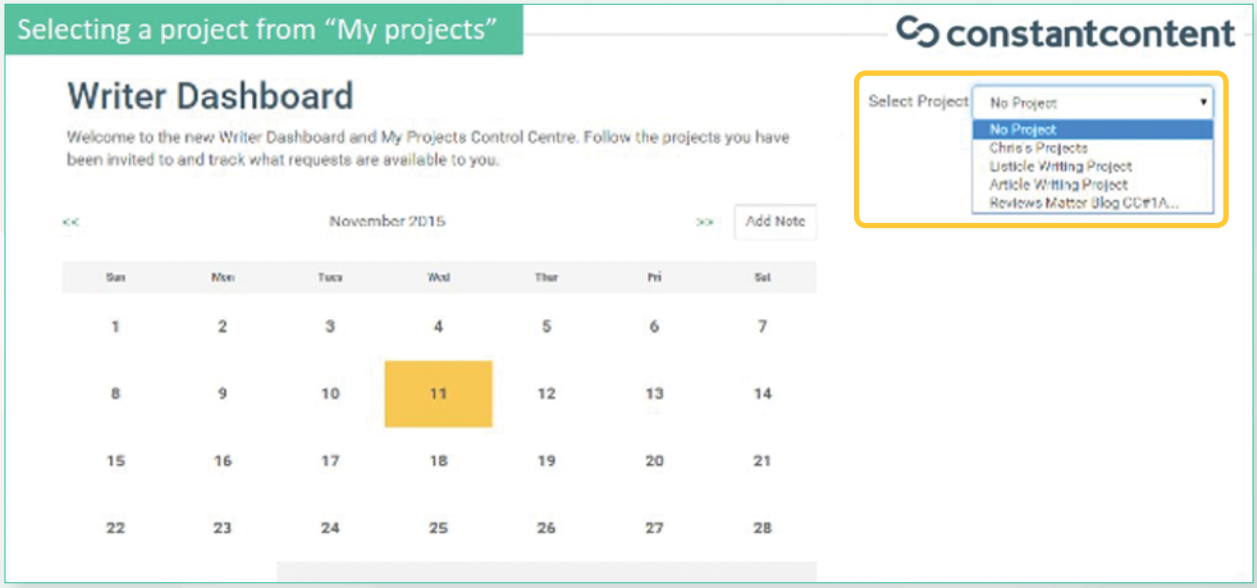
Projects are often created by our clients who need content on a regular, ongoing basis. The "My Projects" tool is a convenient way for clients to share their requirements, information, templates, files, requests and other details with groups of writers.

If a client has two or more websites, they will often create a separate project for each one to make it easier to work with specific writers on specific projects.

- You can be added to a project through a casting call.
- If you apply to a casting call and the client thinks you're a good match for their needs, they will invite you to their project team.
- Once you're invited, you can access the project details through the "My Projects" screen.
- When a client issues a request for their project, that request is sent only to writers who are on that project team. Any of the writers on that team can claim the request.
- You can also be added to a project through your writer biography, so make sure it's compelling.
- The more projects you belong to, the more requests you'll be able to work on.

Accessing and Working On a Project

You will receive a notification via email when you've been added to a project, and you'll also be notified when a client posts any requests to the project team. You can review project details by going to the **My projects** page and selecting the project from the dropdown box.



The project view changes to display details specific to the chosen project. You'll find the project description, due dates, shared files, requests and messages relevant to the project. Each project is broken into four main areas:

- **Project calendar** – Project notes and deadlines
- **Shared files** – Templates and other background information
- **Project requests** – Public and writer pool requests for the project
- **Project messages** – Correspondence between you and the client

Project calendar

Each project has a calendar associated with it. You can easily see when deadlines and various other events are due by looking at the calendar. Please ensure that you meet any deadlines for articles that you've claimed. This is very important in order to establish and continue a good relationship with the client.

Whether you're working on a specific project or general requests, you can add notes to your project calendar. These notes are only visible to you.

To add a note, click on the **Add note** button, select a date, and enter the text. Dates with notes have a blue triangle in them. To view a note, click on the date and a popup will appear.

Shared Files

To the right of the project calendar in your dashboard view when logged in, you'll see any shared files that the client has uploaded and shared with the project team (not all projects have shared files.)

Shared files include things like article templates, guidelines, product descriptions, demographics, statistics, research, and other details relevant to the project. It's vital that you review any details in the shared files section to ensure you're producing articles that meet the client's needs. To view a shared file, simply download it and open it on your computer.

You will be notified when a new shared file is added to a project. Please ensure you review any new shared files.

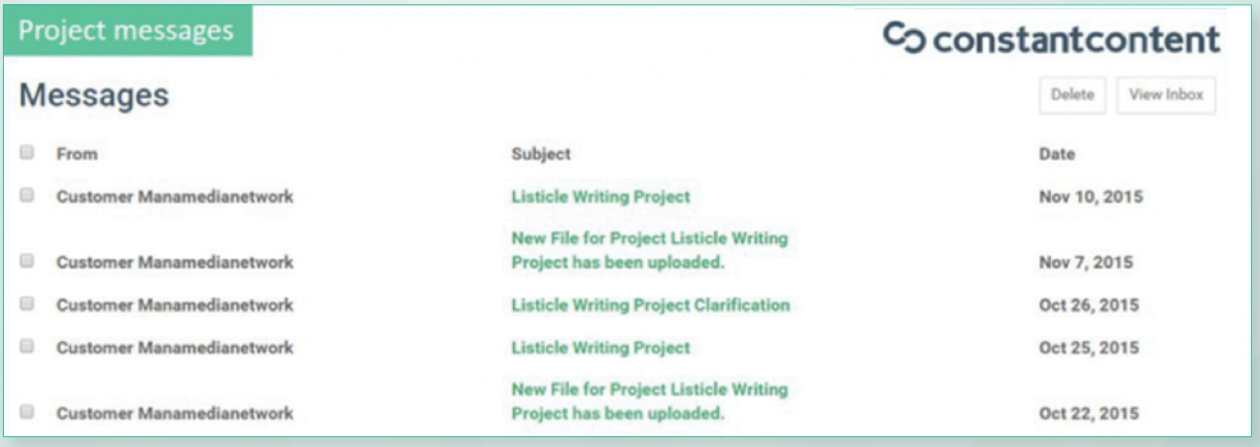
Project requests

You can find any custom requests associated with the project under the "Project requests" section. Requests will come and go throughout the life of a project, and you'll receive a notification when new requests are posted.

You can sort and filter the request list by type, expiration date and title. You can submit content to project requests the same way that you would for any other type of custom content. Project requests will also show on your main **Requested Content** page.

Project messages

You'll see any communication between you and the client, and between the client and the project team under the messages section. Please don't share any personal information or contact details, such as your email address, in your communications with the client. Additionally, please do not include a full written article in your messaging; all article content must go through the system (attached to a request) in order for you to get paid accordingly.



Recommendations

Familiarize yourself with **My Projects** as soon as possible, so you can start working on projects once you're accepted into one.

Always meet any deadlines that you've agreed to on project (and other) requests.

Apply to projects that you're qualified for via casting calls; the more projects you belong to, the more requests you'll be able to fulfill.

Frequently Asked Questions

Frequently Asked Questions

Are there benefits to joining a team when asked?

Clients with larger or recurring article requirements will often find themselves building a team of writers. These writers are generally ones that are already familiar to the client, either from their portfolio or a previous public request.

Joining a writing team allows you to have a close relationship with a client. and also opens you up to more opprtunities to write than are available if you're only producing catalog content.

How does pricing work?

Pricing at Constant Content is easy; for catalog content, you set your own price and choose whether you want to allow clients to make offers on this article (best offer), whether you want your article to be included in discount packages (discount offer), or neither. When your article sells, you'll receive 65% of the price you set (Constant Content will get the other 35%.) Most articles are priced around 10 cents per word; however, you're free to price however you see fit. The only restriction is that the minimum you can charge is $7. Keeping this minimum price makes it possible to maintain a high level of service for our clients while keeping the articles at a reasonable price.

Requests of any kind are priced by the clients who are informed about market rates and price accordingly.

How much can I make?

Catalog Sales

How much you make with Constant Content depends entirely on you and your personal drive. In general, the more you write, the more you make assuming your prices are reasonable. The chart above shows an obvious correlation between the number of written articles and total earnings. You can write as much as you want (about whatever you want) for the Constant Content catalog and set your own prices.

As a rule of thumb, expect to sell 50% of what you add to your portfolio within six months. So, if you'd like to see $1,000 from Constant Content within six months, have approximately $2,000 worth of content in the catalog.

The highest sales/article ratio authors maintain a large catalog of attractively-priced articles on a wide variety of popular topics and price them in the $15-$30 range. These authors also focus on topics in high value markets.

Custom Sales

This is where the money is. Our highest paid writers earn in excess of $70,000 a year providing custom content for high volume clients. Joining a team, claiming requests and building relationships is important if this is the path you want to take.

How do I get paid?

Payments get processed the first week of each month, provided that you have earned at least $5 since the last pay period. All payments are sent through the PayPal account you provided on signup.

Why become an Expert Writer?

Becoming an expert writer for Constant Content is a great way to maximize the value of your writing and leverage the knowledge you already have. Constant Content Expert Writers see additional requests and can price accordingly. If you're very experienced within any of these categories, consider applying to the associated Expert Group:

- Engineering
- Finance
- Real Estate
- Veterinary
- Healthcare
- Legal
- Dental
- Marketing

What does "Full Rights" mean?

Constant Content allows you to sell your articles under a "Full Rights" license. This type of license gives the customer full and exclusive rights to do whatever they want with your article after they have purchased it including the following:

- Add the article to one website, magazine, newsletter, blog or other publication
- Add links to the article
- Add the article to multiple websites, magazines, newsletters, blogs or other publications
- Change the article
- Remove the writer's name or bylineTake credit for writing the article
- Resell the article

A full rights license can only be sold once for each article. Purchasing a full rights license removes the article from our catalog.

How does the revision system work?

From time-to-time, a client may ask you to revise a piece of content you wrote for them via a request.

- For requested content, clients get two free revisions with the purchase of their content.
- Clients can ask for these revisions either before or after they completed the purchase.
- Any subsequent revisions will need to be completed at a price that you and the client agree to, and they will need to purchase an upgrade to their license before they are able to download the completed content.
- You're also free to provide additional revisions at no charge if you choose. A client may send you an initial offer to complete their revisions; you are free to send a counter-proposal to them which they can accept or reject.
- For catalog content, clients are not entitled to free revisions if they ask you to update content. In this case, you and the client will need to agree on a price for the revisions to be done. Again, you can provide revisions for free; however, you may want to mention in your bio that you're willing to do so.

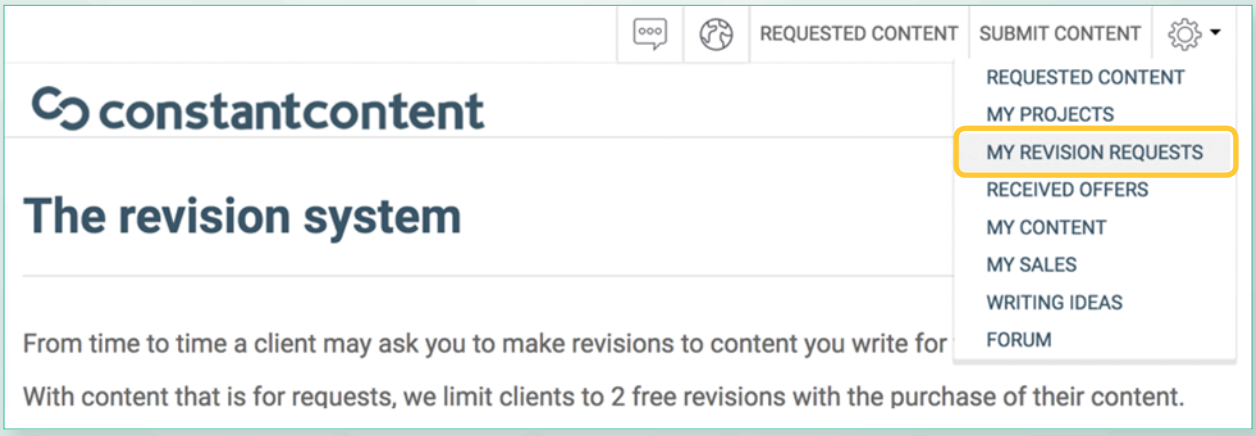
Responding to revision requests

If a client has requested a revision, you will receive a notification from Constant Content specifying so. Go to the **My Revisions** link in your account to view the request along with all previous requests.

On the **My Revision Requests** page, click on the title of the document to see the details of the revision that has been requested.

You'll have the option to accept, reject, or counter a revision request. If you reject or counter a request, it is sent back to the client and they'll have to respond before you can go any further in the process.

Note: you cannot issue a counter offer for requests on the first 2 rounds of free revisions.



Completing Revisions

Once you've accepted a client's revision request, click the **Begin Revisions** button to get started. You'll be taken to a screen that shows the details of the revision request, along with a content editor that will let you make changes to the content.

As you make the requested changes, be sure to click the **Save Work** button so your changes are saved in our database. Once all changes are made, click the **Submit Revision** button. The client will then be notified that the revisions are complete.

The client will either accept the revisions, request additional revisions, or reject the content.

How long does it take to review my article?

Generally, articles are reviewed within 3-5 business days. There are many factors that influence how fast an article is reviewed, so this is a very rough guideline.

Note: If you've submitted an article for a client request, it will be prioritized and reviewed faster than usual.

Why can't I contact a client directly or post contact information?

By using Constant Content, you agree to the site's Terms and Conditions. Constant Content's marketing and services bring clients and writers together in an arena that benefits both parties. You win because you have a place to market your work with no up-front fees. The client wins because they have a place to buy quality content. Bypassing Constant Content's system and posting contact information to our clients is grounds for account suspension.

If a client does contact you outside of the platform, please advise them that you are unable to work with them in any way that violates the Terms and Conditions.

When will I get paid?

In order to get paid on the next payment cycle, you must have earned at least $5. Once you've reached this threshold, you will be paid on the next payday.

Payment is made the first week of the beginning of each month. Clients' payments must be cleared before payment is made. Payments are made through PayPal to the account you provide us when you sign up.

My article was rejected because I included a short bio about myself. Why can't I do this?

Constant Content does not permit promotion or self-promotion; therefore, bios or signature lines are not permitted.

What does it mean when an article has a status of "waiting"?

If one of your articles has a status of "waiting" it could mean one of two things:

- The client has added the article to their cart, and the system is waiting for payment to be completed. Usually this takes less than a minute but in the case of e-Checks it can take up to 5 business days.
- A client added the article to their cart and then abandoned their purchase after going to pay. In these cases, we contact clients in an effort to try to get them to complete the purchase. After a week, if we have been unsuccessful, we release the article back to the catalog and the status will once again be set to **View**.

A client bought my article for full rights and has posted his name in the byline. Can he do that?

Yes. When you sell an article for full rights, you are selling all rights to it. The client is buying the right to use it in any manner they see fit. By selling a full rights license, you have become a ghostwriter. Keep this in mind and price your rights according to your wishes.

My article was rejected because the long summary was too short. Why?

A full one third of the catalog article must be included in the long summary. This allows potential clients to preview what they are buying and decide whether or not your article is right for them. Many writers who have posted a longer summary have reported increased sales success.

Oops, I just submitted an article, but I forgot to mention something in the short summary. Do I have to re-submit it?

You can edit submissions that are still under review. Find the article in My Content and choose the **Edit** link under the column labeled **Action**. Here you can edit your summaries, price, keywords, upload new files and even opt to accept a **Best Offer**. The only thing that you can't edit is the contents of the document that you have attached.

I uploaded my article but it has disappeared from my content list. What happened?

If an article disappears from your list shortly after you posted it, the first thing to do is to check your email and your Constant Content inbox for a possible rejection notice from our editorial team. Otherwise feel free to reach out to our account management team.

My article was rejected. How do I resubmit it after making the necessary changes?

Once you've revised your article, visit the **My Content** section and find the article in question. Its status should show as **rejected**. Click **edit** next to the article and make any changes, including uploading your new file, and click **Resubmit** when ready. You can also add a note to the editors when doing this.

My article was rejected for containing website addresses or links. Why?

Buyers prefer articles without links because they want readers to stay on their websites. Web addresses or links can lead visitors away. Links are only permissible if the client specifically asks for it. Make sure to add this information into the short summary so that the editor can see it.

Why can't I login to the forum?

The forum login is separate from the main site and requires a unique set of login credentials.

Common Login Problems

1. **The website tells me that my email address is not registered:** Please double check that you're entering the correct credentials. If the problem persists, please contact **Support**.
2. **When I try to log in, it says my account is unconfirmed:** We send out an initial email to confirm your email address. Please check your spam and junk mail folders for this email and ensure that we are not being blocked.
3. **I still can't log in:** Passwords are case sensitive. Please ensure you enter it exactly how you see it.

If you're still having trouble, you can **reset your password**.

How do I change my email address?

To change your email address, please contact **support**.

Getting Help and Support

If you can't find what you're looking for in this guide, in our **writer guidelines**, or on the **forum**, then don't hesitate to contact our team through our live chat support on the **constant-content.com** website, or by visiting our **contact us** page.

Writer Guidelines

Writer Guidelines

What We Want

Professionally written, concise **unique articles** that are free of all errors including sentence structure errors, grammar errors, and punctuation errors.

Submissions Must Not Include:

- Poetry, fiction, op-eds, or first-person POV (**Why Aren't Personal Narratives Allowed?**)
- Promotional content
- Active linked web addresses – Please follow our protocol if you must include web addresses by removing the http://www prefix. Ex: google.com (good), www.google.com (bad). (**Why Aren't Links Allowed?**)
- Signature lines, bios, or author contact info
- **Plagiarism**: Using text taken directly from another source and presenting this information as your own, and /or rewrites or partial rewrites of articles by other authors will result in immediate account suspension.

Technical Submission Requirements

- 12 pt Arial or Times New Roman font
- The short summary must be an original description of the entire article, at least 30 words long
- A full 1/3 of the article must be excerpted in the long summary
- Typical article length is around 600 words

Looking for more detail? Please check out the Extended Writer Guidelines.

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Constant Content is one of the Internet's largest and most established marketplaces for SEO-friendly content, connecting web publishers to the best content writers online. With a roster of nearly 70,000 professional writers who have written hundreds of thousands of articles, Constant Content offers the most comprehensive high-quality article and custom content writing service on the Internet. **Find out more today.**

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