

## Article submission and style guide

Thank you for your interest in writing for Opensource.com. This document serves a submission and visual style guide for articles submissions. Please read it thoroughly before submitting, and ask a question by emailing us [osdc-admin@redhat.com].

### Writing and style guide

#### Grammar and spelling

Our editorial team gives each article a thorough copy edit for grammar, spelling, formatting, style, and more. However, the process is made much better when the author has made an effort to proofread and apply proper grammar and spelling to their work. Additional concerns for Opensource.com formatting and style preferences are appreciated.

#### Formatting

If your article has a high word count, or would be easier consumed with guideposts for the reader, we prefer that you add section headers to the article. Use `<h2>` and/or `<h3>` headers. If you feel you need to add `<h4>` headers, first ask an editor. Your article may benefit from a different structure or being broken up into more than one article.

For interviews, use `<h3>` headers for the questions and regular formatting for the answers.

For inline formatting, we allow *italics* and **bolding**, but please use these sparingly. It is common and popular to include dashes in writing today--like these. Please consistency and only use mdash [en.wikipedia.org/wiki/Dash#Em\_dash] characters—like this.

When formatting source code and terminal commands, please use the `<code>` tag. If it's a short piece of code, the name of the function, or some other small snippet, feel free to leave it in-line within a paragraph, but longer chunks should be broken onto new lines. Do not use blockquotes or the `<pre>` tag for code samples.

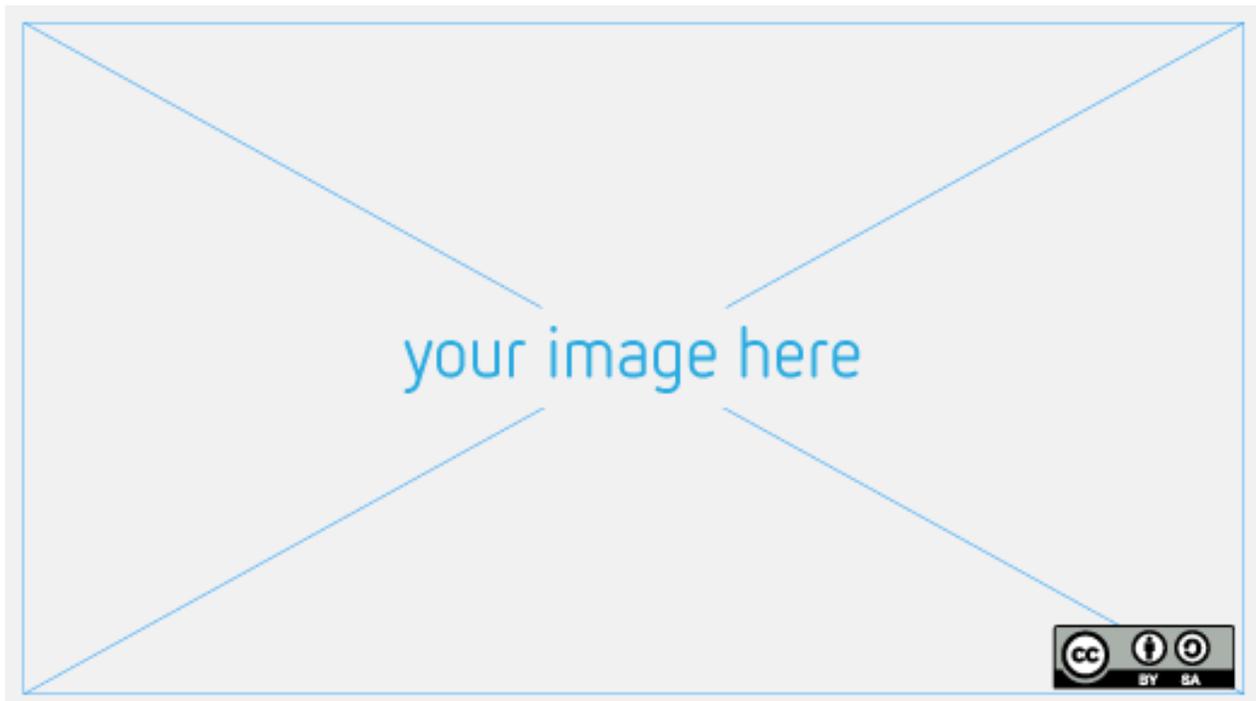
When linking to an outside source within your article, include a title and choose the option to open the link in a new tab with the `target="_blank"` attribute [www.w3schools.com/tags/att\_a\_target.asp].

#### Images

Lead images are added to every article that is published on Opensource.com by the editorial team. Our design team has created many images for our use, all licensed CC BY and all with a visual style to them that is consistent with our brand. If you would like to suggest a lead image to

be used instead, please send it and describe why; though our editorial team will make the final decision and choice.

Inline images may help to illustrate the text of an article. If you include images, be sure that they match the license being used with your article (our default is Creative Commons BY-SA 4.0) or that you otherwise have appropriate permission to share them on our site and denote that properly in the caption. Images should be no wider than our column width, which is 520 pixels wide. We strongly encourage you to sample your images to this size before submitting them to ensure they appear as you expect and so that any text included on these images is legible. If you need to include an image larger than this, please create a thumbnail and link it to a larger version of the image. Images that appear in Opensource.com articles need to be hosted on our web server to ensure they are visible in perpetuity. Finally, be sure to include alt text for images that describes what is pictured in order to serve those with visual impairments.



## Style

Our editorial team does not require many specifics, but we do strive for correctness and consistency. Here are our main uses:

- serial commas (i.e. cat, dog, and mouse)
- write out numbers below 10 (i.e. nine, eight, and seven)
- format dates as December 1, 2014
- place periods and commas inside quotation marks (except in code samples)
- capitalize the first letter of Opensource.com
- lowercase and use the term open source (do not use Open Source, opensource, or open-source)

Not sure about something? Feel free to ask us [[osdc-admin@redhat.com](mailto:osdc-admin@redhat.com)] or get some hints from Wikipedia's Manual of Style [[simple.wikipedia.org/wiki/Wikipedia:Manual\\_of\\_Style](http://simple.wikipedia.org/wiki/Wikipedia:Manual_of_Style)].

## Submission guide

### Audience

The readers of Opensource.com tend to be computer-saavy, however they come from many different backgrounds and fields of study. And, because our mission is to educate them on a variety of topics as they relate to open source, we:

- Include links to all open source projects mentioned in the article, or to a Wikipedia page describing the project at its first mention
- Explain or link to other open source licenses, organizations, standards, etc.
- Include links to technical ideas and terms that may not be known by a non-technical audience
- Spell out acronyms the first time they are used (i.e. Red Hat Enterprise Linux (RHEL))

### Document format

We accept articles in a variety of formats: .odt, .txt, .doc, .html, or .md file attachment.

### Review process

Send your submission to [osdc-admin@redhat.com](mailto:osdc-admin@redhat.com). Include the license for your work and your username for your Opensource.com account. To register for an account, fill out this form [[opensource.com/user/register](http://opensource.com/user/register)]. The editorial team will review your submission and respond with next steps. If your submission is approved for publication, revisions may be needed. The editorial team will make copy edits and more in-depth suggestions if needed. When the article is ready for publication, it will typically be published within 2-3 weeks of the final revision.

All links are subject to the approval of the Opensource.com editorial team. And, we prefer to publish content on our site under a Creative Commons By ShareAlike license. We will consider other licensing mechanisms on a case-by-case basis.

If you consider the primary purpose of your submission to provide a backlink to your company or product, we are not the right publication for your article. We write about projects, primarily, not products. It's a subtle distinction sometimes, but an important one. While a product pitch is not a good fit for us, there may be a great story about how you're using or giving back to open source at your organization that we'd love to help you tell.

### Publishing

We strive to publish articles in a timely manner after they are reviewed, edited, and prepared for publication by our editorial team, while also managing our calendar and maintaining a steady cadence. If it is important to you that an article is published by or on a certain date, or if it

contains information under embargo until a certain date, please share this with the editorial team during your initial communication.

For more discussion on open source and the role of the CIO in the enterprise, join us at [TheEnterprisersProject.com](http://TheEnterprisersProject.com).

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