





### WRITING FOR PMTIPS

The PMtips team is appreciative of anyone who shows an interest in contributing to our website.

PMtips presents a great opportunity for contributors to share their expertise with readers who wish to broaden their knowledge and skills in the area of project management. Contributors are welcome to share their thoughts, viewpoints, and ideas with our readership.

We advise anyone who is interested in submitting a guest article or a sponsored post on our website to read the following guidelines and make a request for becoming a contributor by following this <u>link</u>.

PMtips reserves the right to modify these guidelines at any time.

## ACCEPTED CATEGORIES

PMtips covers a wide range of topics. The following is a list of categories that are currently accepted:

- Project Management
- Knowledge Management
- Collaboration
- Leadership
- Productivity
- Communications
- Leadership
- Innovation
- PMO
- Strategy
- Resource Management
- Risk Management
- Change Management
- Career Advice
- Cost Management
- Methodologies
- Project Planning

Aside from these topics, we accept new and fresh ideas; however, these should be in line with our main brand idea. To anyone who is willing to explore a new idea related to project management, please make a request for a contribution whilst providing us with more details on your suggested topic or write a short abstract outlining the theme of the article and why you believe it will be of value to our readers. PMtips reserves the right to reject ideas that are not aligned with our brand idea.

## CONTENT RULES

#### Relevance

Our main goal is to provide valuable information to an audience interested in reading about project management. Our readers value well-researched content just like any other reader. Therefore, only articles that are relevant and authentic will be taken in consideration for publishing and for sharing on our social media profiles.

We advise all contributors to double-check their resources and submit content that contains well-researched data, supported by facts and arguments.

## Originality

Each submitted article goes through a plagiarism checker. Unoriginal content is subject to rejection and content providers will subsequently be asked to rewrite and resubmit the article.

Third party quotes may be included, but only when linked to their appropriate sources.

## Length and Formatting

Submitted articles should be more than 1500 words in length. It is advisable for contributors to write shorter, easily readable sentences and use active instead of passive voice.

Submitted articles should include a suggested headline and a short summary of the article (no longer than a few sentences). Articles should be easy to read, which is why we advise writers to break up the content into paragraphs headlined with subheadings. Adding headings and subheadings will increase the value of the article.

PMtips reserves the right to modify the suggested headlines, subheading and/or summaries to match the style of the site, all of which will be subject to final approval by the author before the official publishing of the article in question.

### Tone of Voice

All articles should be written in first and/or second person. It is not recommended for contributors to submit writings in third person, unless the context of the content requires it.

#### Visuals

Visuals are meant to engage the audience and prompt them to read the article in full.

Articles supported by images, videos or infographics will surely attract our readers.

Therefore, we encourage contributors to include visuals in their article and use them as a tool to make it exciting.

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Contributors should include images that are only under CC0 1.0 Universal - Public Domain and provide us with the appropriate source and attribution for every image, video or infographic that is included in the article; otherwise, we reserve the right to use our own visuals when publishing the provided content.

## Exclusivity

All submitted articles must be written exclusively for PMtips. We do not support the resubmitting of content already published on PMtips' site, on other websites and/or blogs.

The copyright of an article written for PMtips with the sole purpose of having it published on the site will be owned exclusively by PMtips. The author has no right to disseminate or publish their work written exclusively for PMtips, in whole or in part, nor any of its contents, on other websites or anywhere on the Internet, for which they will receive credit, but will lose all rights to its contents the moment the article is published on PMtips.

## Linking

Links within article content are allowed only in cases when they are not placed with a promotional purpose and point to relevant and/or credible sources that will complement a reader's knowledge regarding a specific topic.

Our editors reserve the right to remove any links that are identified as promotional or seen as manipulative tactics for gaining direct visitors to third party sources and/or links that pass PageRank (an algorithm used by Google Search to rank web pages in their search engine results) or links that are placed with the intention to manipulate PageRank, and as such, may be considered to be a part of a link scheme.

## Promotion

Submitting press releases, promotional material or product reviews within or in the form of articles is not accepted, will be treated in accordance with our regulations and will be subjected to rejection. For advertising on PMtips contact our marketing team by following this <u>link</u>.

# Proofreading and Editing

Please submit content that is in accordance with all previously stated rules. Our editors reserve the right to proofread and edit all submitted content if they find any language-related errors and/or inconsistency in regards to the length and format.

The author will be notified in case of any major changes; we will not publish articles without prior consultation with the author and without the author's consent. The author will not be notified in cases of minor corrections applied to the text.

### Publication

Our editorial staff will make all final decisions with regards to the time of publishing the article. Making a submission request and/or providing us with an article will not guarantee its publication, for which the content provider will be notified accordingly. It is our practice to notify the author once the article is approved and published on the site.

### AUTHORS' BIOGRAPHY

PMTips will credit the work of all authors that have articles published on our site. Therefore, we ask all authors to submit a short biography (100-200 words in length) when providing us with their first article.

Writing in the name of a company as well as adding links that lead to a blog or company websites and/or e-mail address, is prohibited.

Adding one link that leads to the author's personal social media profile is allowed only in the Author Bio section.

Are you ready to join our growing network of contributors?

Send us your content ideas and/or article drafts at <u>contribute@pmtips.com</u> and one of our editors will contact you as soon as possible.

