

Authoring with the developerWorks Word and Writer templates

A step-by-step guide for authors to create articles and tutorials for publication on developerWorks

Skill Level: Introductory

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Welcome, authors! This article shows you how to prepare English-language technical articles and tutorials for publication on the worldwide developerWorks site using Microsoft® Word or OpenOffice.org Writer. The steps are simple. You download our template package for either Word or Writer, fill in the fields in the template, and then compose your article or tutorial according to the guidelines in the template. Tips for composing your content and submitting it to the developerWorks staff are also included in this article.

Looking for XML templates rather than word processor templates?

If you prefer to compose your content in XML format, we also offer XML templates for your use. See the companion article, "[Authoring with the developerWorks XML templates.](#)"

Getting started

The editors at developerWorks look forward to working with you to publish your content. Please be sure you have presented your idea to a [developerWorks editor](#) and have obtained his or her approval to proceed with your content before using these instructions. If you haven't already, you can use our [content submission form](#) to submit your idea.

Articles and tutorials are published on developerWorks in HTML format, but are generated from XML (Extensible Markup Language) format. Your developerWorks

editor has tools to convert your Microsoft Word and OpenOffice.org Writer documents to our XML source format. The success of this conversion to XML depends on how closely the Word or Writer document that you submit follows the guidelines in the templates you'll be using.

If you are familiar with using styles in a word processor, you'll find our templates easy to use. If not, the templates contain detailed instructions on how to apply styles that match the [composition tips](#) and [highlighting conventions](#) described here.

Article or tutorial?

If you've browsed the developerWorks site, you know that authors contribute both articles and tutorials to developerWorks. Their format and purpose differ. Your developerWorks editor can help you decide which format better suits your content idea.

Tutorials

- Tutorials have educational objectives; they teach. Rather than simply listing steps, tutorials explain why the step is done and how it relates to the overall objective. Tutorials spell out their educational objectives and time to completion (usually around two hours). After completing a tutorial, the reader should be able to repeat the learned task independently.
- Tutorials can teach concepts or how to complete tasks. Many tutorials teach both concepts and tasks, and encourage readers to try the tasks while reading. To make it easy to follow along, tutorials often include sample code and advice for setting up the reader's environment. Tutorials also often chunk content into discrete and manageable tasks that make up the whole.
- Tutorials require registration.
- Tutorials average 20 to 30 pages when printed. And because the task may take several hours to complete, many readers print the tutorial PDF for reference during or after the task.
- A tutorial can stand alone or be one part of a multi-part series.

Articles

- Like tutorials, articles often teach, but less overtly than tutorials. Articles don't spell out their educational objectives or time to completion.
- In addition to instructing readers on a particular task, articles can also introduce new concepts, architectures, or product features. These kinds of articles aim to raise readers' awareness and whet their appetite to learn more (perhaps by taking a developerWorks tutorial!). Other kinds of articles take a more persuasive tone, where the author shares his or her unique approach, perspective, or experience. And other kinds of articles delve into a new product or technology by interviewing an expert or

reviewing current literature on the topic.

- Articles don't require registration.
- Articles average 10 pages or fewer when printed. Readers generally read article content online.
- Like tutorials, an article can stand alone or be one part of a multi-part series.

Basic steps

Create an article or tutorial by following these steps:

1. **Download** the author package for Word or Writer (see [Downloads](#) below) and unzip the file.
2. **Create** your own article or tutorial template in Word or Writer, from the template file or by copying the sample article or tutorial.
3. **Edit** your new article or tutorial to add your content, being sure to follow the guidelines in the template or sample.
4. **Send** your article or tutorial, along with any separate files, such as images or code downloads, to your developerWorks editor.

Step 1. Download the author package

Download the [Word author-package zip](#) file if you use Word on Windows® or the [Writer author-package zip](#) if you use Writer on Windows or Linux®. Place it in a suitable location (for example, C : \ on Windows or your home directory on Linux) and unzip it.

After you unzip the file, you should see a developerworks directory (or folder) containing either a **word-templates** or **writer-templates** subfolder, depending on which package you downloaded.

The files and tools included in the author package are designed for use on Linux or Windows. If you need assistance editing the templates using an operating system other than Windows or Linux, please contact your [developerWorks editor](#).

Step 2. Create an article or tutorial

In this step, you'll set up your own article or tutorial starting from a template or a sample. Templates and samples each contain examples of most things you can use on developerWorks, including instructions to achieve acceptable formatting and the proper styles to apply.

Template

If you are experienced with writing for developerWorks, you may prefer to start from our templates. When you start from a template, you will be prompted to fill in several fields with required developerWorks information (see [Table 2](#) below), before the instructional material is displayed.

Sample

If you are new to writing for developerWorks, we recommend you use a sample article or tutorial. With a sample, you can get started on your content right away. The required developerWorks information will be filled with default values, so you will need to update the fields before sending your content to your editor.

To create your own article or tutorial, open the appropriate file listed in [Table 1](#).

Table 1. Articles and tutorial templates and samples			
Template or sample	Program	Article or tutorial	File
Sample	Word	Article	sample-article-word-5.8.doc
		Tutorial	sample-tutorial-word-5.8.doc
	Writer	Article	sample-article-writer-5.8.odt
		Tutorial	sample-tutorial-writer-5.8.odt
Template	Word	Article	article-word-5.8.dot
		Tutorial	tutorial-word-5.8.dot
	Writer	Article	article-writer-5.8.ott
		Tutorial	tutorial-writer-5.8.ott

When you first open a template, you are prompted to fill in the fields show in [Table 2](#). If you don't have all the information now, feel free to use the provided default values and update them later.

Table 2. Submission fields to be filled in		
Field	Optional or required	Contents
Date	Required	Date you are writing your content.
Type of Submission	Required	Article or Tutorial. Select from the drop-down menu.
Title	Required	Title of your article or tutorial.
Subtitle	Optional	Subtitle for your article or tutorial. Optional but recommended.
Keywords	Optional	Search-engine keywords applicable to your article or tutorial.
Prefix	Optional	Prefix to your name. Examples:

		Dr., Mr., or Ms.
Given	Required	Your given name. Example: John
Middle	Optional	Your middle name(s) or initial(s). Example: D.
Family	Required	Your family name. Example: Doe
Suffix	Optional	Suffix to your name. Examples: Jr., or IV
Job Title	Required	Your job title. Example: Senior programmer
Email	Required	Your email address.
Bio	Required	Your biographical information. Include the experience and credentials that qualify you to write authoritatively on this topic.
Company	Required	The name of your company. Example: IBM
Photo filename	Optional	The name of a file containing a head-and-shoulders photo of you suitable for displaying with your biographical information.
Abstract	Required	Your article abstract. Put the main points and key phrases at the start of the abstract, because it will be truncated in search results. Aim for three to five sentences that express why the reader would care about the content (motive) and what he or she can gain from reading the content (benefits).

Save your new document using a name of your choice. If you started from a template, be sure to save as a regular document (.doc for Word or .odt for Writer) rather than a template.

Step 3. Edit your article or tutorial

Edit your article or tutorial following the guidelines in our sample article and tutorial files. These show you what style to apply to achieve formatting that will result in a successful transformation to developerWorks XML. It is **extremely important** that you format your content according to these guidelines. If you have any questions, please contact your [developerWorks editor](#), to ensure that your content is not compromised.

Composition tips

The sample files (see [Table 1](#)) are your best source for comprehensive tips on developing your article or tutorial. Extensive comments in the samples guide you through every aspect of coding your article or tutorial. Here are some other tips you might find helpful:

- You can cut and paste from other documents that you may already have. However, you will need to compare the styles that you import with the pasted text to be sure they match our examples.
- The samples include examples of the constructs most commonly used in developerWorks articles and tutorials. If your content doesn't need something, say a list or a figure, then don't put one in just because the sample has one.
- When including listings of sample code:
 - Confine code line lengths to 90 characters, INCLUDING blank spaces.
 - Avoid hard-coding blank spaces or tabs at the end of a line of sample code.
 - Avoid using tabs at the beginning of a line of sample code. If you must indent, use blank spaces.
 - Do not use color. If you want to highlight a portion of your sample code, use bold instead.
- When providing downloadable sample code, zip the code up and send the zip file to your editor separately.
- Create all artwork files, including screen captures, as .jpg or .gif files, and be sure they do not exceed 572 pixels in width (for articles) or 500 pixels in width (for tutorials). Send the artwork files to your editor. See ["Illustrating your article or tutorial for developerWorks"](#) to learn more about how to create and deliver effective graphics.

Highlighting conventions

Do you use italics or quotes for a book title? When should you use bold or no highlighting at all? Table 2 shows the highlighting conventions recommended for developerWorks articles and tutorials.

Table 3. Recommended highlighting	
Highlighted element	Recommended highlighting
"Article titles"	Quotes
<i>Book titles</i>	Italics
C/C++ code	Courier or Courier New font
Classes	Courier or Courier New font
Code samples	HTML Preformatted style (Courier or Courier New font at 8pt)

Code snippets (less than one line) referenced in text	Courier or Courier New font
<i>Column or series names</i>	Italics
Command names	Courier or Courier New font
Directory names	No highlighting
<i>Emphasis</i>	Italics. For example: "Use <i>that</i> to introduce a restrictive clause. Do <i>not</i> type over..."
Exception names	Courier or Courier New font
File names	No highlighting
Function calls	Courier or Courier New font
GUI controls	Bold. For example: "On the Installation menu, click Install a new feature > Finish ."
Examples of HTML tags or portions	Courier or Courier New font
Interfaces	Courier or Courier New font
Keywords (such as static)	Courier or Courier New font
<i>Magazine titles</i>	Italics. For example: "See the related article in <i>LinuxToday</i> ."
Message text or prompts addressed to the user	Courier or Courier New font
Methods	Courier or Courier New font
Objects	Courier or Courier New font
Path names	No highlighting
<i>Terms defined in context</i>	Italics
Text entered by users	Courier or Courier New font
"Tutorial titles"	Quotes
Types (such as int or long)	Courier or Courier New font
URLs	No highlighting
<i>Variables</i>	Italics. For example: "... where <i>myname</i> represents your user ID..."
XML tags or portions	Courier or Courier New font

Step 4. Send your article or tutorial to developerWorks

Once you've completed your content, you're ready to send it to your developerWorks editor. E-mail the Word or Writer file for your article or tutorial (along with any associated graphics or sample code) to your editor. For detailed guidelines and tips on creating and submitting graphics for your article, see "[Illustrating your article or tutorial for developerWorks](#)."

If you have any questions or problems, please [contact your editor](#) for additional help.

Downloads

Description	Name	Size	Download method
IBM developerWorks author package for Word, V5.8	author-package-w248KB	248 KB	0070712.zip
IBM developerWorks author package for Writer, V5.8	author-package-w386KB	386 KB	0070712.zip

[Information about download methods](#)

Resources

Learn

- "[Authoring with the developerWorks XML templates](#)" (developerWorks, May 2007): If you prefer to write your content using our XML template, find complete instructions and templates in this downloadable package for authors.
- "[Illustrating your article or tutorial for developerWorks: Graphic design tips for authors](#)" (developerWorks, September 2006): Get detailed guidelines and tips on creating and submitting graphics for your article or tutorial.
- [developerWorks author guidelines and editorial policy](#): Learn more about our editorial policy and peek at each developerWorks editor's content wish list.

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Discuss

- [Content submission form](#): Submit an article or tutorial idea to developerWorks, and start talking with a developerWorks editor. Check to see what content is most desired in the [content wish list](#).
- [developerWorks editor contact info](#): If you have questions, contact the editor for the technology or product zone your content relates to.

About the author

Ian Shields

Ian Shields works on a multitude of Linux projects for the developerWorks Linux zone. He is a Senior Programmer at IBM at the Research Triangle Park, NC. He joined IBM in Canberra, Australia, as a Systems Engineer in 1973, and has since worked on communications systems and pervasive computing in Montreal, Canada, and RTP, NC. He has several patents. His undergraduate degree is in pure mathematics and philosophy from the Australian National University. He has an M.S. and Ph.D. in computer science from North Carolina State University.

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