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How to contribute (for frequent authors)

RealKM Magazine welcomes contributions of articles of any length and on any topic relating to improving organisational performance through knowledge. Articles must conform to the [RealKM Editorial Guidelines](#).

If you experience any problems in using this document, please don't hesitate to contact the RealKM Editor through the [website contact form](#).

Step 1: Familiarisation

Read the [RealKM Editorial Guidelines](#).

Step 2: Request contributor access

If you would like to write frequent articles for RealKM Magazine, please first discuss this with the RealKM Editor. Contact can be initiated through the [website contact form](#).

Step 3: Set password and log in

After you have been granted frequent author access to the RealKM website, you will receive an email with the subject line: "[RealKM] Your username and password info". Click the first link in the email. Then, follow the instructions in the "Authentication Required" or "Windows Security" box to enter the authentication user name and password provided, and click "Log In". On the next screen, enter your own new password, and then click "Reset Password". Then log in with your Username (refer back to the email you were sent) and new password.

You are now in the dashboard area of the RealKM website. To regain access to this area again later, go to www.realkm.com/wp-login.php (this link was also in the email you received). If required, go through the "Authentication Required" or "Windows Security" step, and then enter your Username (refer back to the email you were sent) and the password you had set.

Step 4: Set up your user profile

This will enable your author image and biography to automatically appear at the end of your article when it is published.

In the dashboard menu on the left of your screen, click “Profile”. The most important things to add are your “Avatar” and “Biographical Info” because these are what will be displayed at the end of your article (all other information is optional).

To set your Avatar, look for the “Avatar” area on the right of the screen, click “Manage”, and then add your Avatar. Your Avatar can ONLY be a portrait photograph of you; no other images will be accepted.

To add your Biographical Info, scroll down the Profile screen until you come to the “About Yourself”, “Biographical Info” field. Enter a concise one-paragraph biography, and then click on the blue “Update Profile” button at the bottom of the screen.

Step 5: Prepare your article links

Before drafting your article, first prepare your article links using the RealKM linking system:

1. LINKER – ADD NEW. In the dashboard menu on the left of your screen, look for “Linker”. Hover the cursor over “Linker” and then select “Add New”.
2. TITLE. In the “Enter title here” field, enter the heading or title of the web page or online document you are wanting to link.
3. URL. In the “Redirect Link:” field, enter the url of the web page or online document you are wanting to link.
4. SUBMIT FOR REVIEW. Click on the blue “Submit for review” button to facilitate RealKM Editor approval of your links. You don’t need to wait for link approval to draft your article because the RealKM Editor can add the links to your article later. (RealKM Magazine hopes that Contributors will be able to directly publish their own links in the near future).

If you have further links to add, repeat the above process. If you decide later while writing your article that more links are needed, save your article as a draft and then repeat the above process.

Step 6: Draft your article

Please draft your article in accordance with the [RealKM Editorial Guidelines](#).

To draft your article, hover over “Posts” in the dashboard menu on the left of your screen, and select “Add New”.

When drafting your article, please do ONLY the following. Please don’t add any other details or change any other settings.

Drafting your article:

1. TITLE. In the “Enter title here” field, add your article title as discussed on page 3 of the [RealKM Editorial Guidelines](#). The title should be clear and concise, and in sentence case.

2. VIDEO OR AUDIO CONTENT. If you are preparing a standard text article, skip to item 3 below. If you are submitting video or audio content, go to the “Format” box on the right side of the screen and select either “Audio” or “Video”. Then, go to the large “Single Post Options” box further down the screen in the central part of the page, and enter either the audio or video embed code into the relevant field. This must be the full embed code, and not just the audio or video url. Please don’t add any other details or change any other settings in the “Single Post Options” box. You can include accompanying text with your video or audio content by following the subsequent instructions. If you don’t want to include accompanying text then skip to item 8 below.
3. BODY. In the main text field, enter the body text of your article, as discussed on page 3 of the [RealKM Editorial Guidelines](#). The main text field area has two tabs – “Visual” and “Text”. When writing your article, it is best to select the “Visual” tab. However, if you are copying and pasting text from elsewhere, select the “Text” tab before pasting the text into the main text field, and then select the “Visual” tab after pasting the text.
4. FORMATTING. The main text field has two rows of tools that can be used to format your text. To show both rows of tools, click the  button. Use the default “Paragraph” style for your main text and Headings 2, 3 or 4 for any headings and sub-headings you may wish to include (but not Heading 1). Don’t select “Insert Star Ratings” because an administrator setting inserts this into all posts by default.
5. LINKS. To add a link, select the part of the text you want to link, and click the  button in the toolbar. Tick the “Open link in a new window/tab” box, then click “Or link to existing content” and select the relevant link that you had added in Step 5 above. Then click the blue “Add Link” button. If your links have not yet been approved the RealKM Editor will add them later.
6. IMAGES. You MUST hold full copyright or have copyright holder permission for any images used in your article, and be prepared to provide evidence of this. To add an image, move the cursor to the location in the text where you want to add the image, and then “Add Media” which is located near the top of the screen. Click on the “Article images” folder to open it. Upload your image, click on it, add/edit the Title, add Alt Text (same as the title), and then click the blue “Insert into post” button in the bottom right corner.
7. FOOTNOTES/REFERENCES. RealKM Magazine has a special footnotes feature. To add a footnote (as required by the [RealKM Editorial Guidelines](#)), type it inline in your text in square brackets like this: [1. This is a footnote.] Each footnote must have a number followed by a period and a space and then the actual footnote. They don’t have to be unique but it is recommended. It doesn’t matter what the numbers are because the footnotes will automatically be renumbered when the post is displayed. An example with screenshots can be found in the appendix. The most common type of footnotes will be the academic papers you reference in your article. These footnote references must be in a consistent format (preferably APA), and you will need to add the word “References” in bold italics to the very bottom of your article text, as shown in [this article](#) (the references you create using the special footnotes feature will automatically be displayed below the word “References”).

8. **CATEGORY.** After drafting your text, go to the right side of the screen, and in the “Categories” box, tick the appropriate category for your article – either “In the news”, “ABC’s of KM”, “Brain power”, “Systems thinking”, “Opinion”, or “Tools & tech” (but don’t tick the “Articles” box). For guidance on selecting the appropriate category, see the [RealKM Editorial Guidelines](#).
9. **TAGS.** Directly below the “Categories” box is the “Tags” box. Click on “Choose from the most used tags” and select any that are relevant to your article. You can add additional tags by entering them into the field at the top of the “Tags” box and then clicking “Add”. Separate multiple tags with commas.
10. **FEATURED IMAGE.** At the bottom of the right side of the screen is the “Featured Image” box. The “Featured Image” function selects the image that will be used as the header image for your article. As well as being shown at the very top of your article, this header image is used as a thumbnail on the home page of the RealKM website and in social media posts.
 - If you have added video content (see item 2 above), don’t add a featured image because the video thumbnail will be automatically displayed.
 - If you have audio or standard text content, you will need to add a featured image. In the “Featured Image” box, click on “Set featured image”. Then click on the “Stock images” folder (only – not other folders), and select an image relevant to your article by clicking on the image and then clicking on the blue “Set featured image” button. If none of the stock images are relevant to your article, contact the RealKM Editor to arrange the acquisition of an additional stock image.
 - You can alternatively use your own image or a Creative Commons image. If you use your own image, you **MUST** either hold full copyright for the image or have copyright holder permission for the specific use of the image in your article, and be prepared to provide evidence of this. If you use a Creative Commons image, for example from Flickr, it must have a CC BY 2.0 (only) license, and the required attribution for the image must be given at the bottom of your article body text (for example as shown in [this article](#)).
11. **EXCERPT.** Scroll down towards the bottom of the screen, and below the “Single Post Options” box in the central part of the page you will see the “Excerpt” box (if this box is not visible, go to “Screen Options” in the top right corner of the screen, and then select the “Excerpt” option). Add an excerpt as discussed on page 3 of the [RealKM Editorial Guidelines](#). Your excerpt will be shown in italics under the article title, and is also used by social media and the RealKM Weekly Wrap e-newsletter as a summary of your article.
12. **PREVIEW AND CHECK.** Your draft article should now be complete. In the “Publish” box in the top right of the screen, click “Save Draft”, and then “Preview”. On the preview screen that opens, check that your article is displaying correctly. Check the formatting of the article text, that the category and tags are correct, and that the author box at the bottom of the page is correctly showing your portrait picture (Avatar) and biography. If anything is not correct, change it, click “Save Draft” again, and then “Preview” again to recheck.

Step 7: Submit your draft article for review

When you are happy with your article:

1. **SUBMIT FOR REVIEW.** Click the blue “Submit for Review” button in the “Publish” box in the top right of the screen.

2. CLOSE EDITING WINDOW. Close your editing window by clicking on “Dashboard” in the main menu on the left of the screen (don’t leave your draft article open because it can lock the article and prevent editor review).
3. AWAIT PUBLICATION. Await publication of your article. The RealKM Editor may come back to you with suggested edits and/or questions. Please allow several days for your article to be published.

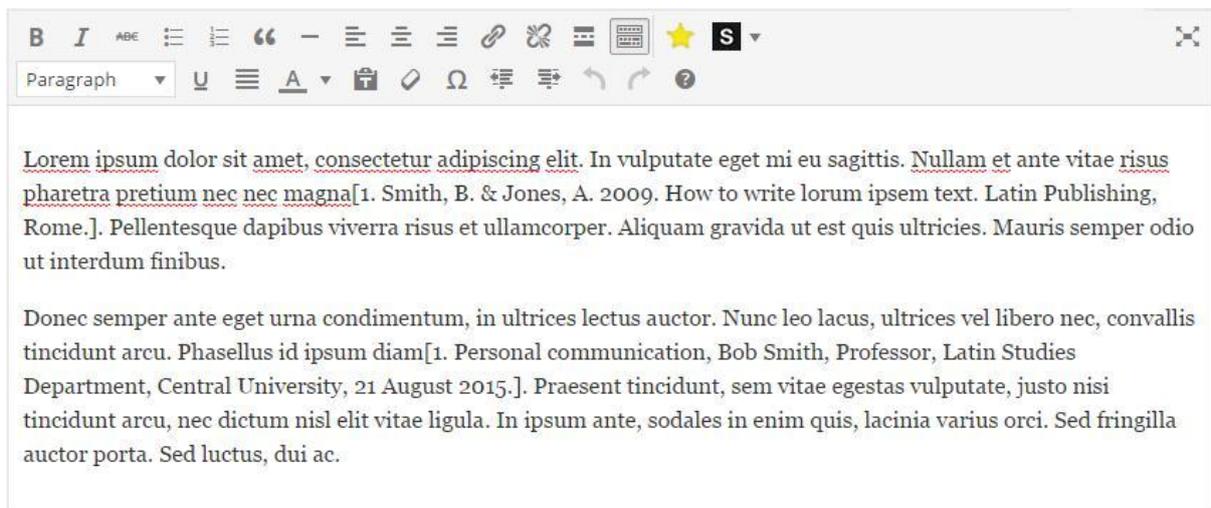
Document version: *Version 03, 12 November 2016.*

Appendix: Adding footnotes

To add a footnote (as required by the [RealKM Editorial Guidelines](#)), type it inline in your text in square brackets like this: [1. This is a footnote.] Each footnote must have a number followed by a period and a space and then the actual footnote. They don't have to be unique but it is recommended. It doesn't matter what the numbers are because the footnotes will be automatically renumbered when the post is displayed.

The following example shows how to type the footnote text in your article, and how it will appear when you select "Preview" and when the article is published.

How your footnotes text should look when you are typing it into your article (this example text contains two footnotes):



The screenshot shows a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), text color (ABC), bulleted list, numbered list, quote, indent, outdent, link, unlink, table, star, and a dropdown menu with 'S'. Below the toolbar is a paragraph menu and a row of icons for underline, text color, background color, link, unlink, link icon, unlink icon, link icon, unlink icon, undo, redo, and help. The main text area contains two paragraphs. The first paragraph is: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vulputate eget mi eu sagittis. Nullam et ante vitae risus pharetra pretium nec nec magna[1. Smith, B. & Jones, A. 2009. How to write lorum ipsum text. Latin Publishing, Rome.]. Pellentesque dapibus viverra risus et ullamcorper. Aliquam gravida ut est quis ultricies. Mauris semper odio ut interdum finibus." The second paragraph is: "Donec semper ante eget urna condimentum, in ultrices lectus auctor. Nunc leo lacus, ultrices vel libero nec, convallis tincidunt arcu. Phasellus id ipsum diam[1. Personal communication, Bob Smith, Professor, Latin Studies Department, Central University, 21 August 2015.]. Praesent tincidunt, sem vitae egestas vulputate, justo nisi tincidunt arcu, nec dictum nisl elit vitae ligula. In ipsum ante, sodales in enim quis, lacinia varius orci. Sed fringilla auctor porta. Sed luctus, dui ac."

How the above text with footnotes will appear when you select "Preview" and when the article is published:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vulputate eget mi eu sagittis. Nullam et ante vitae risus pharetra pretium nec nec magna¹. Pellentesque dapibus viverra risus et ullamcorper. Aliquam gravida ut est quis ultricies. Mauris semper odio ut interdum finibus.

Donec semper ante eget urna condimentum, in ultrices lectus auctor. Nunc leo lacus, ultrices vel libero nec, convallis tincidunt arcu. Phasellus id ipsum diam². Praesent tincidunt, sem vitae egestas vulputate, justo nisi tincidunt arcu, nec dictum nisl elit vitae ligula. In ipsum ante, sodales in enim quis, lacinia varius orci. Sed fringilla auctor porta. Sed luctus, dui ac.

1. Smith, B. & Jones, A. 2009. How to write lorum ipsum text. Latin Publishing, Rome. [↗](#)
2. Personal communication, Bob Smith, Professor, Latin Studies Department, Central University, 21 August 2015. [↗](#)