

Oracle Scene Article Guidelines

- Style

In terms of style it's really what the authors are comfortable with. We try not to dictate too much because we find this can sometimes make it difficult for authors.

- Word count

We recommend that you use a guide of 500 words to a page and try to keep an article to a maximum of 4 pages. The word count needs to be reduced accordingly when including any code/tables/images etc. If you feel a topic can't be covered in 4 pages then we ask that you consider whether it might be appropriate to split the article into two parts to be printed over consecutive issues.

- Formatting

All formats (eg italics) are taken directly from your MS Word submission - there is no requirement to follow the typesetting requirements set out by trade publications. Any images/screenshots/diagrams etc must be supplied as separate files and notes placed in the article as to where they should appear. These files must be supplied 300dpi, and preferably as gifs or jpegs.

- Structure

For the sake of your readership, you should always begin with a summary of what your article intends to discuss/prove/identify and finish with a short conclusion of what was discussed. Try to group your article by logical sections to ensure that you are not leaping back and forward, which can confuse the readers. Also, if possible, try to ensure that there is a flow throughout the article.

- Grammar

We ask that before submitting an article you do the following:

1) Check all instances where Word has put a green or red underline - this means you have either spelt something incorrectly, or your grammar does not make sense. (Although this does normally use US spelling, so beware the "-ize" ending - in the UK we use "-ise").

2) If possible, check any spelling that you are not sure about with the Oxford English Dictionary.

3) Remove any long sentences - if in doubt it is always better to have 2 short sentences rather than one long one which may confuse readers. It may sound more impressive as one long sentence, but please remember that readers may give up halfway through!

- General

Other things to watch out for are:

- 1) Have you left out anything obvious? Remember, it may be obvious to you but might not be to others (and it may actually make your article harder to read).
- 2) Accuracy - ensure your content is accurate and double-check any facts. If required seek relevant approvals before submitting an article.
- 3) Readership - remember that Oracle Scene has a varied readership ranging from senior managers through to technical and applications people. Try to ensure where possible that the article can be enjoyed by as many people as possible.

- Before submitting an article

Please check the following have been included in/attached to your submission:

- 1) Article title
- 2) Author name
- 3) Author company
- 4) Contact details – these will not be published they are in case we need to contact you
- 5) About the Author – max 50 word bio
- 6) Author photo – supply separately and as high resolution as possible (300dpi)
- 7) Any graphic/image files (300dpi)
- 8) Proof of relevant approval(s) where necessary

- Article Submission

Completed articles should be submitted here by the advertised deadline. Articles received after this date will be considered for publication online or taken forward for review and consideration for the next edition in the calendar.