

CNL: Guidelines for Authors

Audience:

When writing an article it is always a good idea to think about your audience: although most CNL readers have an obvious connection to CERN, many may be from outside the IT Department. For this reason, acronyms, abbreviations and jargon should be kept to a minimum and where used, they should be explained. You can safely assume that CNL readers will understand basic computing concepts, but they may not be familiar with the intricate details.

The Title:

- **Length:** much longer than you would think! The title should fill the width of the columns used for the article, so a short sentence is a good start.
- **Verb:** the title should include an action word – something DOES something to someone, e.g. CERN improves spam filters, openlab expands teaching programme, etc. Please refer to previous CNL issues for more examples.
- **Jargon:** please try to keep to a minimum – especially in the title. If the reader does not understand the title, then they might not want to read the article!

Article format and length:

- **Word length:** *as a rough guide*
 - Half a page is normally about 500 words.
 - Full page is around 1000 words (800/900 words if with a picture).
 - Articles can be 1 or 2 pages long but shorter articles (200-300 words) are very welcome too! Occasionally longer articles are accepted.
- **Format:** please feel free to send your article in any text format, word, etc.
- **Style:** please try to keep jargon to a minimum, and it should be explained where first used.
- **Final paragraph:** we would like to have a standard final paragraph which includes credits, references and further information. Please also add relevant URLs and author name here.

Image format and size:

- **Quality:** Images should be a minimum of 300 dpi.
- **Size:** largest possible size please! Generally 1000 pixels width or height for a one-column photo/image and 2000 pixels for larger photos/images.
- **Captions:** should always be included – generally these should be the width of the image.
- **Images should be sent as separate files** (TIFF or JPEG) – please do not include them in the word document.

To send your article:

Please email the article text plus images as separate files to: CNL.Editor@cern.ch.

*Please note the publishers will probably make editorial changes to your article.
Authors will be contacted regarding any major changes.*