

# Dell Technologies Proven Professional Knowledge Sharing Submission Guidelines

---

The Dell Technologies Proven Professional Knowledge Sharing competition is a platform to share your expertise, unique deployments, best practices or any other relevant topic of interest. Still not sure what to write about? Looking for ideas? Why not check out our [library](#) and flip through some of the published articles from previous years?

## Participation Requirements

- Hold an active Proven Professional certification
- Submission cannot be previously published in its entirety
- Writing teams cannot exceed 3 **total** individuals

## Abstract Requirements

### The Basics

- Develop a short and descriptive title; no more than **45 characters** including spaces
- Limit submission to **3-6 paragraphs**; between 800-1000 words in total
- Use simple English
- Every submission requires a written abstract; regardless of submission format (i.e. a video submission still requires a written abstract)
- Refer to competition announcement for submission link

### Abstract should include:

- A brief summary of what you plan to discuss in your article (2 – 3 sentences)
- Why your proposed topic is relevant to the broader community
- Who does this issue or topic affect?
- What the reader will learn when reading your article; or what you learned
- What outcome was achieved (particularly if you're writing a case study)
- Any other information that will help us to understand why your article is important

## Article Requirements

### Articles will be judged based on:

- Originality
- Relevance
- Clarity (of topic matter)

*Note: all submissions are run through citation validation software. Articles which contain large sections of cut/pasted text from other sources will not advance in this competition. Whenever possible, use your own words. When you must cut/paste text, be sure to include proper citation credit. This applies to video and written submissions as well.*

## Length – Written Submissions

- An article should not exceed a maximum of **45 pages**
- The goal is to be clear and concise, making your article easy to read and understand
- 45-page limit includes cover, index and bibliography
- No exceptions to page limit

## Length – Video Submissions

- Generally, 6-8 minutes; cannot exceed 8 minutes
- We do our best to ensure anonymity in the judging process; if you appear on camera, consider utilizing blurring techniques as described here

## Title Page

- Article title must be limited to 45 characters
- Author name(s) should *not* be included; there can be nothing to identify the author and or company name within the submission or filename

*NOTE: Use of company names can sometimes be sensitive. Please check with your company to ensure that you have authorization to use their name in your submission.*

## Formatting

- Write your article in simple English
- Article can be submitted in Portrait or Landscape layout but should **not** include both layouts
- Spell out an acronym the first time you use it; then just use the acronym (for example, “Using the Graphical User Interface (GUI) allows us to..”)
- Article must have page numbers in lower right corner
- Do not use headers
- Footnotes should only be used for page numbers & citing references to other works
- Be sure to spell check your article before submitting

*Note: colorful, ornate cover pages or footers do not comply with the design template and will not be used*

## Graphics

- A single graphic should be limited to one page. One graphic should not flow onto 2<sup>nd</sup> page
- Graphics should be in high-res format whenever possible
- Graphics should include proper citation whenever applicable
- Anchor all images and graphics, using Word function to do so
- Word graphics – Drawing Tools > Position > More layout options

In dialog box select Position tab > select the Lock anchor box > select and click OK

- Word images – Picture Tools > Position > More layout options

In dialog box select Position tab > select the Lock anchor box > select and click OK

## **Bibliography / Appendix Page**

- Use of someone else's words or ideas must be properly cited to avoid plagiarism
- Sentences or passages from another source must be cited as a footnote or in the appendix
- For help with proper citation, click [here](#)
- To view a properly cited KS article, click [here](#)
- Each article is checked for plagiarism by an industry leading third party software. Instances of plagiarism is cause for disqualification from the competition
- When adding other's works into your own, don't forget to mention why you felt the passage was relevant to your topic
- The conclusion should *always* be in your own words
- Not sure how to submit a bibliography in your video submission? Find out how [here](#).

**Remember, it's always a good idea to have a colleague, family member or friend read through your article before submission.**

- Was it easy for them to understand?
- Did it flow easily from one topic to the next?
- Was it properly cited?
- Were there grammar/spelling issues?