Hakin9 Article Formatting Guidelines

1. Article length:
   - in general no restrictions
   - if less than 3 pages (normalized formatting) - might be recommended for the blog
   - Article length must be 1500 words and up
   - no decisions made without consulting the author

2. Article structure:
   - in general no restrictions
   - structure examples: tutorial, how-to, essay, case study, research presentation, etc.
   - if in doubt, consult the editor

3. Article formatting:
   - preferred file formats: .doc, .docx, .odt, etc. (editable text formats) - no PDFs!
   - markdown formats acceptable
   - no restrictions on fonts or margins, all will be normalized in DTP
   - if at all possible - all images sent separately (.zip) - very rare, so no pressure
   - images in text should be labeled

4. Article submission process
   - discuss the topic (if necessary, get approval)
   - discuss the timeframe (deadline is on the 15th every month but there is possibility to extend it)
   - article gets written and sent to the editor
   - article is reviewed by our betatesters
   - if necessary, revisions are made by author
   - article is proofread, grammar and spelling are checked
   - article is published
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Formatting: All material should be sent in Word Format, size 12 font, single spacing. Article length must be 1500 words and up. Every article should have:

- **Introduction and conclusion** - All articles begin with an introduction. It doesn’t have to be long, 6-8 sentences are enough to present your topic. The same rule apply to conclusion

- **Paragraphs:** Your article should be divided into paragraphs which should have headings.

- **Graphics:** You can also put graphics/screenshots in the text. Please, remember to title each graphic. Graphics should be supplied in JPG or PNG format.

- If you would like to add some links, you need to put it in a special section (named On The Web) at the end of the article (after conclusion)

- If the article contains important and/or highly technical terms, it is a good idea to list them at the end (after summary or “on the web” section).

- Don’t forget about bibliography and references! Place them after ON THE WEB section.

- **About the Author:** Please add your photo and write a few words about yourself, for example: the author has been working as a computer network administrator in a large company for the past eight years and is also involved in developing database and Web-based applications, intended primarily for improving corporate information management.
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TEMPLATE

TITLE

by your name

Introduction

This is a place where you present your topic to the readers. No more than few sentences. If you can’t do that you use alternative option:

1. What you will need: What kind of knowledge is needed, software, hardware, etc
2. What you will learn: What the reader will gain after reading your article

Paragraphs:

This is the main part of your article. The construction belongs to you. If it’s a tutorial then remember about visible screenshots/images. Don’t forget to name them.

Conclusion:

Small summary of what was accomplished in your article, results.

References:

If you used internet, books or other resources this is the place where you have to write them. This is also a section where you can give an additional resources.
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If you know a great article or website with more information related to your text, just write it down. I’m sure that the readers will appreciate it.

**About the Author:**

This sections is purely yours. No word count restrictions. You have a blog, youtube channel, add them. You want to add your company logo and website, go ahead.

Your photo is not obligatory.

If you have questions or concerns, send a message at: sienicka.marta@hakin9.org