



Administrative Procedures for contributing to blog:

KC/LM – 21 June 2011; KC 22 August 2011

For distribution to potential and current authors

Software

- The blog uses *WordPress* and is linked to from the two Department websites.

Administrators for the blog are:

- In Oxford, Kate Candy kate.candy@politics.ox.ac.uk
- In Cambridge, Salvatore Finamore sf403@cam.ac.uk

Registration procedures:

- **Faculty**
 - You have automatic administrative rights to post contributions to the blog. Please register at <http://politicsinspires.org/wp-login.php?action=register>. Please use your Oxford or Cambridge email address.
 - Please note that your user name will be visible on the blog, so please do not use a pseudonym. If you wish to do so for any reason, please discuss this with Kate or Salvatore in advance. You will not be able to change your user name later on, so please bear this in mind.
 - You will need to agree to the [creative commons licence](#) (Attribution, Share Alike), legal policy and privacy policy (available on the site).
 - Once Kate or Salvatore have activated your registration you will receive an confirmation email from *WordPress*.
 - If you would prefer not to post your own contribution, please send it to oxbridge.blog@gmail.com. You will still need to register for the blog as described above, in order for you to agree to the legal notices and licence. However an administrator will post your material on your behalf using your user name.
- **Graduate students**
 - Graduate students can register for the blog in the usual way. Students will be allocated a 'Contributor' role in *WordPress* in the first instance, which means that an administrator will review, approve and publish an individual's first post. Once the administrator is satisfied that an individual's posts no longer need to be reviewed, that individual's *WordPress* role will be changed to 'Author'. Authors are entitled to post to the blog without review. Please see Registration guidelines for details.

Comments to your blog posts

- One of the purposes of the blog is to receive feedback on your post – this is in the form of ‘comments’. Kate or Salvatore will normally moderate (approve, edit or delete) the comments made to your blog. If they are in any doubt they will consult with you or with the oversight committee. They will use a light touch when moderating: there will be a complaints procedure set up so that commentators who are unhappy with the moderation of their comment can have their point of view considered by a third party.

General notes for contributors

- Please refer to the editorial guidelines [online](#)
- When drafting your blog on *WordPress*:
 - Title: please be as specific as possible, to optimize search engine visibility of your blog
 - Please save a draft and preview before publishing
 - You can edit after the blog has been published (e.g. for typos)
 - Please use the ‘paste from word’ button if you are copying from word. This will avoid complications in formatting.
 - Read more option to display leader paragraph only: please use the ‘insert more tag’ button on the top row of the editing menu.
 - To display more/fewer icons in the editing section, please ‘turn on/off the kitchen sink’ – the icon can be found at the top right hand corner of the editing menu.
 - To enlarge the screen working area when adding or editing your post, please drag the right hand bottom corner.
 - Categories: please choose one or more categories (maximum of 4), as if your blog were to be catalogued for a library shelf. Categories work in the same way as chapter headings in the front of a book - they will provide the main structure for the blog and will group content together.
 - Tags (keywords): in order to optimise search engine visibility of your blog, we encourage you to include tags when you publish your blog. Please choose words which will enable Google and other search engines to search for your blog more effectively and be as specific as possible. The list of tags works in a similar way to the index at the back of a book - tags provide a detailed list of keywords to aid navigation. New tags will be created by contributors to provide additional descriptors of the content of their posts. Tags are smaller in scope than categories and can be added retrospectively. Please do check existing tags before creating new ones so that we avoid a proliferation of synonyms!
 - Images: It is highly recommended that you upload an image to accompany your blog. Please use the ‘picture picker’ tool wherever possible (see the picture picker guidelines). All blog content on this site is licensed as Creative Commons (Attribution, Share Alike – CC BY-SA); using the picture picker is ideal because it only searches for appropriately licensed images and the attribution is attached to the picture. If you upload your own image please indicate that you own the copyright and are happy for the image to be released under a Creative Commons Attribution only or

Attribution Share-Alike licence. Please use appropriate wording such as *Photo courtesy of name, email address, released under CC-BY-SA licence*.

If you upload a picture from a different source, please add the appropriate attribution as a caption under the photo (e.g. *Photo courtesy of xxxx, or Photo copyright xxxx*). If the copyright owner has indicated that s/he is happy to release their photo under the CC-BY-SA licence attached to the site, please provide evidence of this in the form of an email to oxbridge.blog@gmail.com and then add the caption as follows e.g. *Photo courtesy of xxxx, released under CC-BY-SA licence*.

- We strongly encourage you to post a byline after your contribution such as '[Your Name] is [job title] at [institution] and the author of [relevant publication]'.

If you have problems with any of the above, please email Kate Candy kate.candy@politics.ox.ac.uk in Oxford or Salvatore Finamore sf403@cam.ac.uk in Cambridge.