1 INTRODUCTION

1.1 This Guide is for writers who wish to submit their articles for publication on LoyarBurok.

1.2 The process involves several simple steps, and the Guide is split up into the following sections:

 (a) Registering as a Writer.
 (b) Writing a new post.
 (c) Inserting images or videos in your post.
 (d) Completing the submission process.
 (e) Important notes.

1.3 You must read each section of this Guide to fully understand the process. Read it. Eat it. Roll it up and smoke it. Be at one with the Guide.

2 REGISTERING AS A WRITER

2.1 If you are a **first time contributor**, you will need to obtain a LB Writer Account. To do so, you need to eat a purple banana, set its skin on fire, and deeply inhale the sweet fumes whilst doing a *Salamba Sirsasana* yoga pose.

 Alternatively, do the following:

 (a) Go to http://en.gravatar.com and register on Gravatar using the same email address which you wish to use for your LB Writer Account. **Upload an image** to Gravatar. This will be your author image on the blawg – so choose well!

 (b) Send an **email** to loyarburokker@loyarburok.com, stating the following information:

  (i) **Gravatar confirmation.** Confirm that you have uploaded an image at Gravatar.
  (ii) **Your full name.** This is your name as stated in your NRIC or Passport). Yes, even that embarrassing middle name. Don't worry, it is very unlikely that we will make this public.
  (iii) **Writer name.** Your preferred Writer name, ie the name that will appear with the article. Note that this should be a version of your actual name, unless you are entitled to a pseudonym based on our policy in **Section 2.2** below).
  (iv) **Author bio.** A short write-up about yourself. Nothing more than 100 words please. This will appear at the end of all your posts, as well as on your very own Writer page. This can include links to your blog or other social media pages.
  (v) Your race for racial profiling, and religion so that we know what you are converting out of when we baptise you into the Church of Barnabus (this *might* be a joke).

2.2 We generally do not allow posts to be published under a pseudonym. We do make exceptions in some specific cases. These include situations where the writer, by writing, is placed in a position of conflict, or if writing for us is

against the terms and conditions of his employment contract. If you would like to write under a pseudonym, and believe that you have good reasons to do so, please state this in your email to us.

2.3   When you have done the above, the MastHead team (the crack squad of minions who lurk just behind your monitor, editing, publishing, boozing, canoodling, fist-bumping, and doing all manner of things to keep the blawg going) will create your LB Writer Account, and **you will receive your username and password via email**.

Please note that receiving your username and password could take anything between 5 minutes and 5 days, or even 5 weeks. Hey, we all have day jobs (and those of us who don't, are busy sipping purple banana mocktails by the pool). Relax, you will get your username and password as soon as simianly possible.

3   WRITING A NEW POST

3.1   Once you have your own LB Writer Account, stop being lazy, you've run out of excuses – go and upload your post! The blawg practices **self-uploading**, and all Writers are expected to log in and compose, format, and submit their own posts to MastHead. Here's how.

3.2   Log in to your LoyarBurok account by going to:

http://www.LoyarBurok.com/loyarburok-admin

3.3   Once you have logged in, you will see the "Dashboard" – click on "Add New" under the "Posts" section of the sidebar on the left of the screen.

3.4   Type in a title for your post in the first box, where it says "Enter title here" – obviously. Try to make this as catchy as possible, with the reader in mind. If deemed necessary, this title may be changed by MastHead without consulting you. Don't *merajuk*. They know what they're doing, most of the time.

3.5   Type in your post in the second box. Please ensure that the "Visual" tab is selected, instead of the "HTML" one. Some basic points on composing your post:

(a)   If you are cutting and pasting from another program, please cut and paste the text into **Notepad** or a similarly text-only program (ie make sure it has no formatting) before cutting and pasting it into the compose box on the blawg. This helps to avoid any formatting ghosts that haunt the poor overworked MastHead minions.

(b)   Stick to the basics when formatting, ie **bold** and *italics*.

(c)   Do not change the font colours.

(d)   Do not change the font types.

(e)   Do not change the font sizes.

(f)   Use bulleted or numbered lists by clicking the autoformat buttons, which are self-explanatory.

(g)   When quoting chunks of the text, use the blockquote autoformat button.

The formatting will be finalised by those MastHead folk. They really do a lot of work – you should buy them *teh tarik* sometime.

3.6   Write an excerpt, which will be the teaser for your post. This will appear on the main page of the blawg, before readers click through to read your post. Please type this in the "Excerpt" box under the post box. If you don't see the Excerpt box, get your eyes checked. If you still don't see it, go to "Screen Options" at the top right of the page and tick "Excerpt".

Keep it short and snappy (under 90 characters).

3.7   Press "Preview" (on the right) to see what your post looks like at any time during the drafting process, and to double-check for errors.

4   INSERTING IMAGES OR VIDEOS IN YOUR POST

4.1   You are encouraged to insert at least one image in your post. You can do so by clicking on the first button next to the words "Upload/insert" above the compose post box. Some points on inserting images:

(a)   Please insert images **from your computer**. Do not insert from URL.
(b)   If you are getting an image from the internet, download it onto your computer and upload it from there.
(c)   Please upload images that are roughly the size that will appear in the post. This means, do not upload a 4.7MB behemoth of an image file if the size you're gonna end up inserting would have been a cinch for a 150KB one. The blawg runs on server space housed in various corners of the known, and unknown, universe – think of how much this costs, for bananasakes!
(d)   The process is fairly self-explanatory. The recommended steps from the upload page are as follows:
(i)   Insert a suitable **title** (ie avoid titles like "cam1823741").
(ii)   Leave the "Alternate Text" and "Description" boxes blank.
(iii)   If possible, **add a caption**. This is where you should cite the image source. Use the following format:

> This is the caption. | Source: http://website.com/
> This is another caption. | Photo by King Chai

(iv)   Leave the "Link URL" box blank. To empty it, click the "None" button under the field.
(v)   Choose your alignment. If between paragraphs, centre-aligned is recommended.
(vi)   If you've complied with the size requirements under **Section 4.1(c)**, you should be able to insert the image as "full sized". If not, "medium" is usually recommended.
(vii)   If you have more than one image in a post, you can choose which image appears on the mainpage of the blawg. To do so, click the "Use as featured image" link. Please note the dimensions of the featured image on the featured posts box at

the top of the blawg, and choose your featured image accordingly (use a **landscape** orientated image instead of a portrait one). The ideal size is 600x420 pixels.

(viii)   Click "Insert into Post".

4.2   Please use images which are **original**, or **suitably licensed**. When sending the email in **Section 5.2** below, please mention the image sources, with the URL if it is sourced from the internet. We recommend searching for images on Flickr's advanced search (search for Creative Commons licensed images), Wikimedia Commons, or other similar services.

4.3   Videos to be inserted should be taken from YouTube. Here's how.

(a)   Go to the video on YouTube. Click "Share".
(b)   You will get a link like the following in the box: http://youtu.be/ojbRbAqYAE4.
(c)   Type [youtube]id[/youtube] into your article where you want the video to be embedded. Substitute "id" for the code that appears in the YouTube share link. Eg for the link above, the code would be "ojbRbAqYAE4" and therefore to embed it, you type: [youtube]ojbRbAqYAE4[/youtube] into the article.

5   COMPLETING THE SUBMISSION PROCESS

5.1   If you want to continue to work on your post, press "Save As Draft".

5.2   Once your post is ready, do the following:

    (a)   Press "Submit For Review".
    (b)   Send an email to loyarburokker@loyarburok.com, stating that you have submitted your post for review and publication. Please put the full title of your post as the **email subject**.

6   IMPORTANT NOTES

6.1   If you do not send the email in Section 5.2, your post will not be edited and published, even if it has been submitted for review. This is to ensure that only posts which have been finalised by Writers are published.

6.2   Your post will be edited by the MastHead minions. They will consult you if major amendments are made. However, changes due to grammar or punctuation, or other minor changes, will be made without consulting you.

6.3   MastHead may also choose not to use images or videos selected or submitted by you, and may include substitute or additional images at their discretion.

6.4   Please send any queries, and the emails mentioned in this Guide, to loyarburokker@loyarburok.com.