How to contribute to Capacity4dev with content pieces

You can contribute to Capacity4dev with content pieces in various ways. Find out below your options!

1. Project content

If you are running a project and are administrator of a "project" page on Capacity4dev, you can write pieces about your activities (under your project's "News" tab). Any Capacity4dev user can read the pieces, though project pages cannot be commented by other users.

2. Group content

On the "group" pages, anyone who has joined that group can write pieces and share information in their preferred format (under the "Discussions" tab). On "public" groups, the content can be read by any user though members of that group can also respond with "comments".

3. Voices & Views

Capacity4dev regularly publishes "Voices & Views" pieces which feature development actors from across the world **sharing knowledge on development practices and policies, with an operational insight**.

These are addressed to development professionals with a view of learning from each other.

The editorial team has its own editorial plan, but could consider additional proposals, in two ways:

a. **Piece by the editorial team:** You may propose a topic / project to Capacity4dev editorial team and suggest voices for interviews. Your role would be to provide us with background material and to validate the content once produced by us;

b. **Piece by external contributors:** You may submit an idea to Capacity4dev editorial team that you would like to write about as an external contributor, and suggest potential voices to illustrate your text. You may also create a short video clip (no longer than 2 min), but this is not compulsory. The piece will be subject to the approval and validation of the editorial team until the last stage.

In both cases, the following guidelines shall be applied:

Editorial line:
- **FOCUS**: The focus is on knowledge-sharing and lesson learnt from past experiences – **what works**, **what doesn't** and **why**. Challenges and mistakes can be instructive just as successes. Rather than highlighting a result, we want to explore how this has been achieved and what are the key actions or decisions behind it;
- **VOICES:** Each article covers several voices of development practitioners. The aim is to offer a variety of points of views, minimum two - the more diverse, the better. Interviewees are practitioners from INTPA, EU Delegations, implementing partners, and beneficiaries from the field, who can provide personal stories, precise examples and opinions;
- **WHAT WE ARE AND WHAT WE ARE NOT:** Capacity4dev is an online knowledge sharing tool, not a promotional communication service, nor a news media service.

Format:
- **STRUCTURE:** The core article is concise and to the point. A highlighted section will list key takeaways/lessons learnt**.** Background information can be added in an extra section at the bottom of the article;

- **LENGTH:** The core text shall be 800 words maximum. A short background information can be added to it of 400 words maximum;
- **STYLE:** Narrative, punchy, for development professionals, without jargon as much as possible;
- **VISUALS:** Articles include photos of the interviewees with a quote and a short video trailer. To this end, contributors are kindly requested to provide 20 high quality pictures and possibly videos of the project, both with relevant credits.

Workflow:

- Submit your idea by email to the editorial team, outlining the topic and angle, as well as the speakers to interview;
- Capacity4dev editorial team will get back to you to discuss your idea;
- Your idea goes to INTPA D4 for approval. If approved, you will further develop it with the editorial team;

a) For articles by the editorial staff:
   - o Provide us with: background on the topic, contacts with at least two people to interview, pertinent questions to address, and photos from the project;
   - o Our journalists will conduct the interviews, draft the article and produce the video trailer;
   - o You will be asked to review the article and validate the content. This will go to the proof-reader, and then to INTPA D4 for a last review and final approval;
   - o We will publish the article and video trailer on Capacity4dev website and your name is included as contributor;
   - o We will disseminate it through our social media channels, and invite you to share it to your networks;
   - o From the moment the idea is approved, it takes at least one month until the article can be published.

b) For articles by guest contributors:
   - o You carry out the interviews and write the article (and video trailer if you wish);
   - o Capacity4dev journalists and INTPA D4 will review it. The article shall be in line with the quality and content standards and guidelines of Voices & Views to be approved;
   - o If approved, we will publish it on Capacity4dev website, and you will be indicated as the author;
   - o We will disseminate it through our social media channels, and invite you to share it to your networks.

Contacts

Should you have an idea for a Voices & Views article, you are welcome to submit it to the editorial team. For questions, you can get in contact with the team.

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We look forward to hearing from you!