**Vision**

The mission of Knowledge Shelf is to be a premier online source for project management knowledge and information in order to help project professionals and organizations advance the practice of project management and attribute their success to it.

The Knowledge Shelf aims to be an easily searchable resource of information in multiple media (text, audio, video, webinars, podcasts etc.) as well as multiple content types (lessons learned, case studies, metrics, tools and templates, etc.). The information presented may be either specialized or general, but will be current and vital.

**Submission of Articles**

PMI encourages everyone in the project community to submit material. PMI staff and a group of volunteer evaluators will review the material and make a determination of acceptance. Material is subject to editorial review and changes by PMI. Submitters may have a final review of material before it is posted. The author is solely responsible for all statements made in his or her work.

Authors must submit material in electronic format, as Microsoft Word documents. At the present time, all material must have English as its primary language. If presented in a language other than English, an exact English translation of all material must accompany the document.

**Articles should include a short (no more than 150 words) abstract summarizing the important points expressed in the text.**

If appropriate, sources of information should be listed as references. Please include a paragraph or two of biographical information about the author(s).

Knowledge Shelf articles must meet a minimum length of 1,500 words.

**Send your article in Microsoft Word format as an email attachment to virtual.library@pmi.org.**

**Review of Submitted Articles**

To decide which submitted articles will be accepted for posting on the Knowledge Shelf, a group of volunteers assists PMI staff in evaluating all submitted papers. Papers are rated on:

* Usefulness (how much it helps the community manage projects or programs)
* Whether it advances the practice of project management
* How current the material is
* Whether the material is original
* Whether the writing is interesting, efficient and not repetitive, and follows the author style guidelines
* Whether the material is covered in adequate depth.

**Process for Accepted Articles**

Accepted articles will be professionally edited by PMI staff or a PMI contractor. Authors can make final revisions on the paper. Once PMI and the author agree that a version is final, it is posted on the Knowledge Shelf.

**Disclaimer**

PMI and ProjectManagement.com neither approve nor disapprove, nor do they guarantee the validity or accuracy of any data, claim, opinion or conclusion presented on the Knowledge Shelf.

**Professional Development Units (PDUs)**

Authors whose articles are posted on the PMI Knowledge Shelf may claim PDUs under Category D, Creating New Project Management Knowledge, authoring (co-authoring) an article for PMI’s Knowledge Shelf. 1 PDU is awarded for every 1 hour required to prepare or create this knowledge.

**Writing Dos and Don'ts**

All submissions are reviewed first and foremost based on content and relevance to the project management profession—but content providers are still expected to make the information compelling and easy to digest. You may not be a professional writer, but following these simple dos and don’ts will help you get your material posted on the Knowledge Shelf:

**Do**:

* **Think about who your target audience is.** Most readers of Knowledge Shelf articles are project management practitioners, so there should be no need to explain basic project management concepts.
* **Include information that is current and timely.** In order to achieve the vision of the Knowledge Shelf, please present the latest trends and discuss why the information presented is important to the intended audience.
* **Be considerate of your audience’s time constraints.** Be efficient and concise while providing the details that are important to your audience. Emphasize the practical and illustrate it with specifics. Avoid repetition.
* **Write in U.S. English:** Through use of a common text style, the Knowledge Shelf becomes easier to use for its audience. It is jarring for readers to have some items in U.S. English, for example, and others in British or so-called “proper” English.
* **Avoid centricity toward any one country, including the U.S.** For example, use of U.S. sports idioms or analogies would not be understood by many in the audience from outside of the U.S. Even the use of the term “America” should be avoided, because residents of Latin America, not just the U.S., call themselves Americans.

**Don’t**:

* **Repackage press releases, "advertorial," or promotional copy.** TheKnowledge Shelf seeks to steer clear from commercialism and self-promotion. The aim of the material should be to educate and inform the audience, rather than to promote an organization, the author, a product or a service.
* **Forget proper attribution.** The Knowledge Shelf will accept previously published material if it is relevant to audience needs, but it must be properly attributed. The correct attribution must appear in the submitted material.
* **Just scratch the surface.** Cover your material in-depth, but don’t try to cover every aspect of a very broad topic. It’s much more interesting and useful to detail a smaller topic from as many angles and as deeply as possible.The beauty of the Knowledge Shelf is that there are few space restraints, as in a printed piece.

**Clearances**

The author is responsible for clearance from his/her organization as well as permission to reproduce any material previously published by others. Tool licenses or restrictions should be clearly specified.

**Licensing**

Accepted authors will need to sign a [license agreement](http://www.pmi.org/Learning/~/media/PDF/Knowledge-Shelf/Knowledge_Shelf_License_Assignment.ashx), licensing PMI to use the material, prior to the editing process.

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