

## CONTRIBUTION PROTOCOL | TNW TODAY

[date: 27 October 2004 | author: Sandra Menzel, internet coordinator TNW]

This protocol is designed to facilitate sending in your contribution correctly to the editorial team of TNWTODAY. If you have any questions concerning contributing to TNWTODAY, please contact the editorial team via [tnwtoday@tnw.tudelft.nl](mailto:tnwtoday@tnw.tudelft.nl)

If you have any comments, suggestions or questions regarding online E-Magazine TNWTODAY or this protocol, please do not hesitate to contact the Faculty internet coordinator/webmaster: [a.menzel@tnw.tudelft.nl](mailto:a.menzel@tnw.tudelft.nl)

Please follow these guidelines when submitting your contribution:

### CONTENT

- **Responsibility**  
The contributor is responsible for the quality and correctness of his/her contribution.  
The name of the contributor will be added to the contribution unless stated otherwise.
- **Short text**  
You can send a short text (no longer than 6 lines) contribution inside an email.
- **Long text & summary**  
For longer texts (no longer than 1 A4, equaling 500 words) please use the TNWTODAY format provided (this TNWTODAY format already includes the TNWTODAY title bar).  
Your article will be added as a pdf file underneath a brief summary of your contribution in the actual E-magazine TNWTODAY. If possible, please provide a short summary of 2 to 6 lines, otherwise we will use the first lines of your article.

### SUBMISSION

- **File types**  
Your contribution can only be accepted in digital form: via email or on diskette/cd-rom  
- File types: in Word, Latex, Excel, PDF or Powerpoint format  
- Pictures: in gif, png, jpg, psd or bmp format
- **File names**  
Documents or pictures can only be accepted if the file name complies with the following:  
- Just use letters, numbers and/or the following symbols: - and \_ (For example: document\_3.doc)  
- Please refrain from using spaces, points, comma's, &'s etc.
- **Multiple files**  
If you are sending more than six documents please zip all files into one zip file
- **Attachment Size**  
Please make sure your attachment size does not exceed 5Mb. If it does, please contact us first.

### GENERAL INFORMATION

- **Recipient**  
Send your contribution(s) to the following TNWTODAY email address: [tnwtoday@tnw.tudelft.nl](mailto:tnwtoday@tnw.tudelft.nl)  
This way the whole editorial team receives your contribution
- **Deadline**  
Please make sure you send your contribution before the deadline stated in the current TNWTODAY edition (<http://www.tnw.tudelft.nl/tnwtoday/> > Colofon)