



NO EXTRA SOURCE

CONTENT GUIDE

Thank you for your interest in joining No Extra Source – it's great to have you on board. There are a few simple steps to follow before you can get to producing articles with us, listed below. Once you have completed these, we can get to the good part.

Getting Set Up:

We will send you a registration email shortly – within this email is a link to set up an account with WordPress, our site host. Simply follow the instructions provided in the email, pad out your account with your personal details & a banging profile picture, accept the invitation to be a part of the No Extra Source team and *voila – you're good to go.*

Creating a Draft:

To start production on an article, simply log in to your WordPress account with the details you created during registration and navigate to the 'Posts' option on the side bar. Clicking 'Add New Post' will take you to a blank article template for you to write in, format, and submit for review & publication.

Formatting WordPress Drafts:

Font: Default

Size: Default

Heading: All Capitals, centralised

Paragraphs: Separated into blocks, aligned left

Spelling: English (UK) i.e. **Organisation, not organization; colour, not color**

Featured Image:

If you wish to select your own image to accompany your article, please follow the guidelines below on how to find, embed, and credit images appropriately for the NES website.

- Articles should only contain images from copyright-free platforms
- Always provide credit for all images!
- Please think about how we can make every article look enticing – what kind of image would draw you in and make you read, post and share the article? Try to be creative with your selections
- Please make sure the type of image you choose is suitable for the chosen topic and indicates the general topic without the need for words.
- Avoid overly generic-looking images as this can get boring for readers - when you search for an image, the ones at the top of the list will likely be the most used, so explore further than the first row before selecting one.
- Please ensure there are no watermarks or branding on the images

Finding and Choosing Images

Here are the main sources of copyright-free / free-to-use images. Everything in the list below can be used, as long as it's properly credited using the appropriate template:

[Pixabay](#)

[Unsplash](#)

[Pexels](#)

[FreeGreatPicture](#)

[GoodFreePhotos](#)

[PxHere](#)

Crediting Images

When crediting, you should always include:

1. 'Source:...'
2. A hyperlink to the source website
3. Provide the name of the image owner / creator
4. Size 16.6 text

5. Centred text

Example:

Source: [Pexels](#) by John Doe

Once you have completed, formatted and proof-read your draft, click 'Publish' in the top right of the screen and then 'Submit for Review' – this lets our editors know that you have finished the article and it is ready to be published! Below is a screenshot of what your draft should look like. **Your article will not be published unless submitted for review.**

Layout Example:



Content Guide:

- Articles should, ideally, be between 300-700 words – researched / scientific articles may extend to 1000; readers are unlikely to digest more than this!
- Please double check your spelling and punctuation throughout – our editors will be eternally grateful
- Ensure your headline entices readers *while* summarising your article topic
- Use a wide range of sentence lengths; readers will give up on articles that are too wordy
- Use *italics* for stress and emphasis
- Quantity doesn't always equal quality – be as concise as you can
- Flex your vocabulary but *don't over-do it!*

- Open and close your piece with a thought-provoking point – grip your readers
- The rest is up to you - explore your style, find your niche, and create great content!

If you have any further questions, queries, or comments – please do drop us an email on NoExtraSource@gmail.com or contact us via our social media, listed below!



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