

## **Content Submission Guidelines**

All content submitted to the African Intellectual Property Organization (ARIPO) must relate to Intellectual Property (IP), including but not limited to innovations, IP services, IP Policies and Legislation.

The following guidelines are provided to help users prepare their submissions and understand the primary criteria used for publishing content on the ARIPO website.

## 1. Subject matter

Submissions should be considered relevant and of interest to:

- Governments
- Students
- Intellectual Property Agents
- IP Service Providers
- Inventors, Creatives and Entrepreneurs
- Researchers
- Stakeholders within industries with a vested interest in IP e.g., pharmaceuticals, manufacturing, literature, music...

### 2. Language

ARIPO publishes its content in English

### 3. Type of content

We accept a wide range of written, audio, and visual content for submission, including:

- Blog Posts
- News Articles
- Case Studies
- Human Interest Stories of individuals making advancements in IP or who have benefited from IP services. If you have an idea an need assistance with developing an article, please send us a draft and a member of the team will be in touch.
- Toolkits
- Events
- Job Posts

## 4. Editorial Guidelines

### Document format

The preferred format to submit documents is Word, as documents can be edited and formatted for publication.

#### Attribute all sources

Every fact in a web story should be accompanied by a source and its date. The sources should be mentioned in the text or referenced with a link.

#### Spelling, grammar, and terminology

Content should be submitted using the British English style.

#### Photos and Video

Any photo or video submitted needs to include:

- Date and location where the image was taken
- Signed subject release permitting the use of the footage with individuals
- Brief description

#### 5. How to submit content

Content can be emailed to <u>communications@aripo.org</u> and should include:

- Name and Surname
- Location
- Email
- Organization
- Topic

For job opportunities please include the:

- Job Description
- Roles and Responsibilities
- Deadline
- Application Link

If your submission meets our criteria, contributors should expect a response within two weeks advising whether their content is being published or not. We will liaise with you via email if you need to make edits to your submitted piece before publication.

We reserve the right to reject submissions outright on the grounds that they fail to comply with our values and standards.

# 6. Copyright and Ownership

When a blog post is published on the ARIPO website, the author maintains full rights to their work. That means they can publish the work in any other context they wish. All articles will be accredited to the author (unless the author has expressed a desire to remain anonymous). This will include (again at the author's discretion) a short biography and profile picture or avatar at the end of the article. It can also include links to social media profiles or personal blogs should the author so wish. An author maintains the right to remove their work from the ARIPO website at any time by writing a request to communications@aripo.org

No compensation is offered for articles published as the platform aims to create a knowledge hub where people can access information on trends in Intellectual Property.