How to Write for News & Views

The News & Views section relies on the contributions of people like yourself, with an interest in sharing news about your projects, initiatives, campaigns, developments with your Organisation and/or any opinions and viewpoints you might have on current developments in Sport & Development.

The following Guidelines will help you write news articles for the News & Views section.

Please note, news articles that do not conform to these guidelines may be edited by the Operating Team.

Basic guidelines for your article submissions

The Title
The title should be between 30 (minimum) and 40 (maximum) characters, including spaces. You can check the number of characters using the Word Count. Try to use keywords in your title and be as clear and brief as possible.

The 'Lead'
The lead is an important part of your article. The lead appears under the title in the list of News & Views to help give users a general idea of what the article is about. The lead should summarise the main points of your article and be interesting enough to make readers want to read more. Try to use keywords.
This should be between 20 (minimum) and 30 (maximum) words.

The 'Text'
You should have already summed up the main message of your article in the title and in the lead. The rest of your article in the text should be as clear and concise as possible. Try to use short sentences and break paragraphs up. Use one paragraph per concept.
This should be no longer than 250 words maximum.

Pictures/Images
If you have an image or picture to accompany your article, please upload this together with your article submission. Please ensure you are free to distribute any images or pictures you upload onto the Platform.

Related documents
You can upload any related documents that you would like to attach to your news article. Don't forget you can also use this feature to provide a longer version of your article or press release that readers can download and print out. Please ensure you are free to distribute this information before uploading additional documents.

Tips for writing a good article

• Signpost your article using short subheadings that contain keywords.
• Users who visit the Platform are usually familiar with the field and are looking for specific information. Don't waste time providing background or general introductions.
• Don't use complicated language. Most Platform users don't have much time and many are non-native English speakers.
• Avoid repetition.
• Use bullet points or lists to break ideas down.
• Do not use language that sounds like advertising or promotion.

Please note, news articles that do not conform to these guidelines may be edited.

Due to limited resources, we may not be able to inform you of changes made to your article before publication on the Platform. In such cases, the statement *[This article has been edited by the Operating Team]* will appear at the end of each article.

Please do not post any material that is protected by copyright.