Contributor guidelines
Schoolbiz

1. Approval

It is essential your director is aware of, and approves, what you are submitting.

2. Republishing

Articles should only be published in SchoolBiz once. However, there are some exceptions:

- When an article is published in **Critical Readings** and it involves actions that the principal or delegate must complete, it can be republished in the **Important Dates** section.

- Professional learning events might be published first when registrations open and again when registrations are about to close. (On both these occasions they should appear in the **Professional Learning, Events and Resources** section.

If republishing an article, please note in the summary the week it originally appeared.

Example:

https://beta.dec.nsw.gov.au/schoolbiz/ultimo/week-10-term-3/apply_now_for_the_young_carer_bursary_2016

3. Selection of category – audience and school type

Help your audience find information relevant to them by categorising your submissions appropriately.

Audience type

- Principal > principal only (this category is being created)

- Executive > deputy principals, assistant principals and head teachers

- Teaching staff > teachers only

- Admin > administration staff

School type

Examples:

- HSC-related topic > 7-12 only

- Scholarship for Years 2-6 > K-6 only

- School anniversary at a primary school > K-6 only.

Note: readers have the ability to access all articles.

4. Heading and short summary

Capture the attention of your audience with the heading and summary of your article.

Key points:

- The **Unique title** needs to provide a clear and accurate description of the article. (Character limit: 50 including spaces.)

- The Short description needs to be concise. (Character limit: 100 including spaces.)

- Proofread your submission carefully to ensure your title and description fit within their respective character limits.

- The reader should be able to tell immediately by your heading and summary if the article is relevant to them.

5. EOI

Expressions of interest should include at least the following information on the landing page:

- school name

- duration of the appointment

- name of the person to whom the application should be sent

- closing date.

Expressions of interest are not for statewide publication. They should be published to the appropriate educational service area only and comply with Best Practice Guide: Merit Selection and Filling of Vacancies.

Example: https://beta.dec.nsw.gov.au/schoolbiz/ultimo/week-10-term-3/eoi_-_school_counsellor_hearing_term_4_2015

Click here to download the Expression of interest template and application form:

Template: https://beta.dec.nsw.gov.au/schoolbiz/media/documents/19241_Expression-of-Interest.docx

Application form: https://beta.dec.nsw.gov.au/schoolbiz/media/documents/19241_Expression-of-Interest-Form_v3.pdf

6. Attachments

Attachments should only be included if they contain additional information or if they are a flyer or proforma document.

Key points:

- The reader should know what your submission is about without having to open the attachment.

- If urgent action is required, this should be noted in the summary or body of your submission, not only in the attachment.

- Give your attachment a user-friendly name.

Attachments need to meet the accessibility standard to which all web content must adhere.

PDF flyers

If you include all the key information on the SchoolBiz web page to which the PDF is attached you don't need to make the flyer accessible.

Note: when including your attachments you need to click **CHOOSE FILE**, select it from your directory structure and remember to select the **UPLOAD** button to transfer your file. The maximum file size is 1MB.

7. Logo

Please ensure attachments have the correct logo. Updated logos can be found at: https://detwww.det.nsw.edu.au/detresources/templates/visualstyle/thelogo/index.htm

Note: we are now the Department of Education, not the Department of Education and Communities.

8. Celebrations

Retirements, anniversaries and similar events will be published under the **Celebrations** category once the section has been developed.

Consider the audience and school type when submitting your celebration. Remember readers can access all articles. It is important to the reader that articles relevant to their role and school type are only categorised under their role and school type.

9. Important dates

Important dates are items that schools must action and are of importance for the school calendar in the weeks following publication.

Celebrations such as retirements, anniversaries should not be published in this section once the new category **Celebrations** is available, nor should **Professional Learning Events and Resources**.

Example of appropriate entry:

https://beta.dec.nsw.gov.au/schoolbiz/macquarie-park/week-8-term-3/agriculture_grants_for_2016_school_survey_

10. MyPL@Edu courses

When publishing a MyPL@Edu course use the event number, not the course number. Ensure your attachments are accessible.

Find out more about the accessibility standard to which all web content must adhere.

11. Memorandum/circular

A document is only considered a memo/circular if it has an official reference number: DN, DOC or IRC.

Checklist:

Is your contribution approved for submission?

Have you read the SchoolBiz guidelines for contributors?

Have you chosen the correct section to submit your article?

Have you chosen the right audience for your information?

Has your submission been proofread to eliminate mistakes?

Have you chosen the correct submission date (or week) to submit?

Did you upload attachments?

Have you given your attachments a user-friendly name?

Does the submission comply with the DoE accessibility standard?

Have you put enough information in the article for the reader to understand necessary actions/content without having to open an attachment?