



## Submissions Guidelines & Help



# Submissions Guidelines & Help

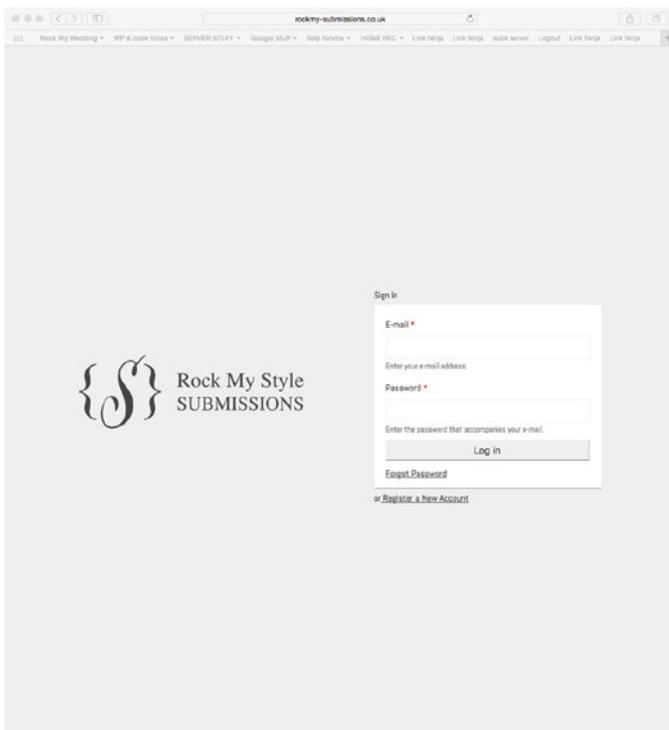
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## Creating an account & Logging in

Visit <http://rockmy-submissions.co.uk> and choose the platform to which you wish to submit.

If you have previously submitted editorial simply enter the email and password associated with your account and login [fig. 01]. If this is your first submission click on “Register a New Account”, complete the form and follow the instructions to set up your account [fig. 02].



Rock My Style  
SUBMISSIONS

Sign In

E-mail \*

Enter your e-mail address.

Password \*

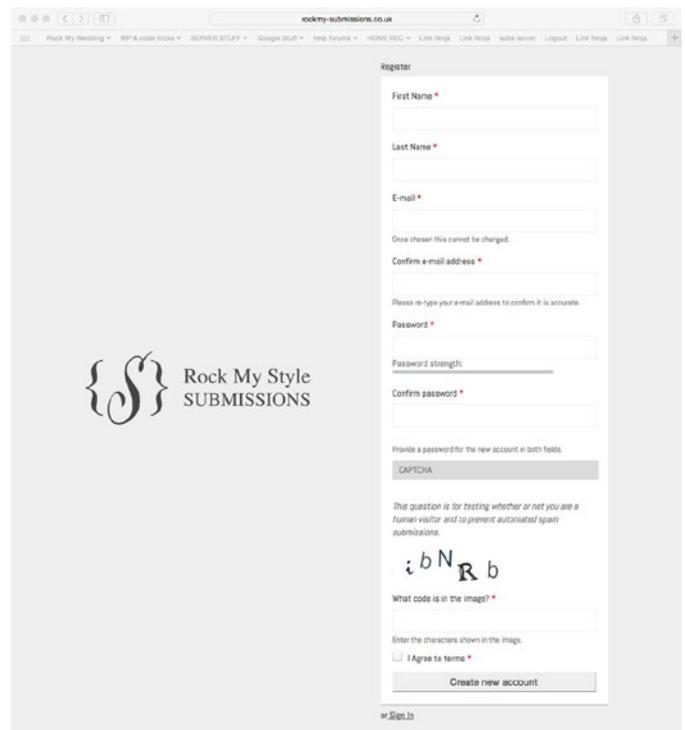
Enter the password that accompanies your e-mail.

Log in

[Forgot Password](#)

[Register a New Account](#)

[fig. 01]



Rock My Style  
SUBMISSIONS

Register

First Name \*

Last Name \*

E-mail \*

Once chosen this cannot be changed.

Confirm e-mail address \*

Please re-type your e-mail address to confirm it is accurate.

Password \*

Password strength: \_\_\_\_\_

Confirm password \*

Provide a password for the new account in both fields.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

i b N R b

What code is in the image? \*

Enter the characters shown in the image.

I Agree to terms \*

Create new account

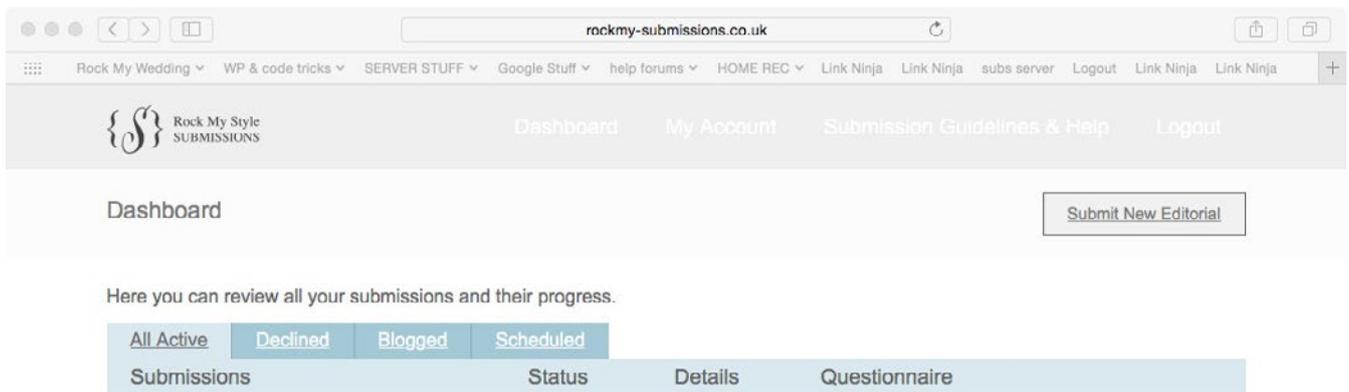
[Sign In](#)

[fig. 02]

## Your First Submission

To start with your dashboard is going to look pretty empty. Once you have submitted some editorial you will be able to track the progress of each individual submission. From the tabs on the dashboard you will be able to toggle between all of your active submissions, submissions that have been declined, submissions that have been blogged and submissions that have been scheduled.

Before all of that you need to complete your first submission, to do this click on the “Submit New Editorial” button.



The screenshot shows a web browser window with the URL `rockmy-submissions.co.uk`. The browser's address bar and tabs are visible at the top. The dashboard header includes the site logo and navigation links: [Dashboard](#), [My Account](#), [Submission Guidelines & Help](#), and [Logout](#). Below the header, the word "Dashboard" is displayed on the left, and a button labeled "Submit New Editorial" is on the right. A message states: "Here you can review all your submissions and their progress." Below this message is a table with four tabs: "All Active", "Declined", "Blogged", and "Scheduled". The "Declined" tab is currently selected. The table has three columns: "Submissions", "Status", and "Details", with a "Questionnaire" link positioned to the right of the "Details" column.

Submissions	Status	Details	Questionnaire
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### Editorial Type.

Make a selection from the dropdown box that best describes your submission. Choose Gallery Post for image rich submissions such as home tours.

### Editorial Title.

This is how your submission will be identified so please make the title relevant, memorable and unique

### Description.

Your chance to sell your submission to us. What is unique, different and amazing about your editorial.

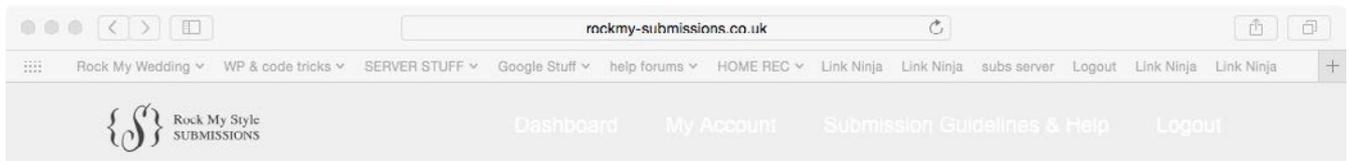
### Editorial Text.

This is the text content of your submission. If your submission is heavily image based you may wish to submit images only at this point and add s supporting text document if the submission is approved.

### Images.

Drag and drop images into the window or click the + Add Files button to locate images on your computer to upload. You'll see your chosen files appear in the window and once ready click upload images. Once complete you are ready to click Submit

**\*NOTE - Please ensure all images and text documents submitted meet our requirements. See page 07 for full details**



Editorial Type \*

- Select a value -

Describe your Editorial Type

Editorial Title \*

Please give your submission a relevant title.

Description \*

Tell us about your submission

Editorial Text

Choose File no file selected

Upload

Not required yet - This can be added later

Files must be less than **2 MB**.  
Allowed file types: **txt doc pdf docx**.

Images

Please remember we need between 80 and 100 images and they must be 1000px wide. Please refer to your [submissions guideline](#) for more info.

Filename	Size	Status
Drag files here.		
+ Add Files		0 b 0%
Upload Images		

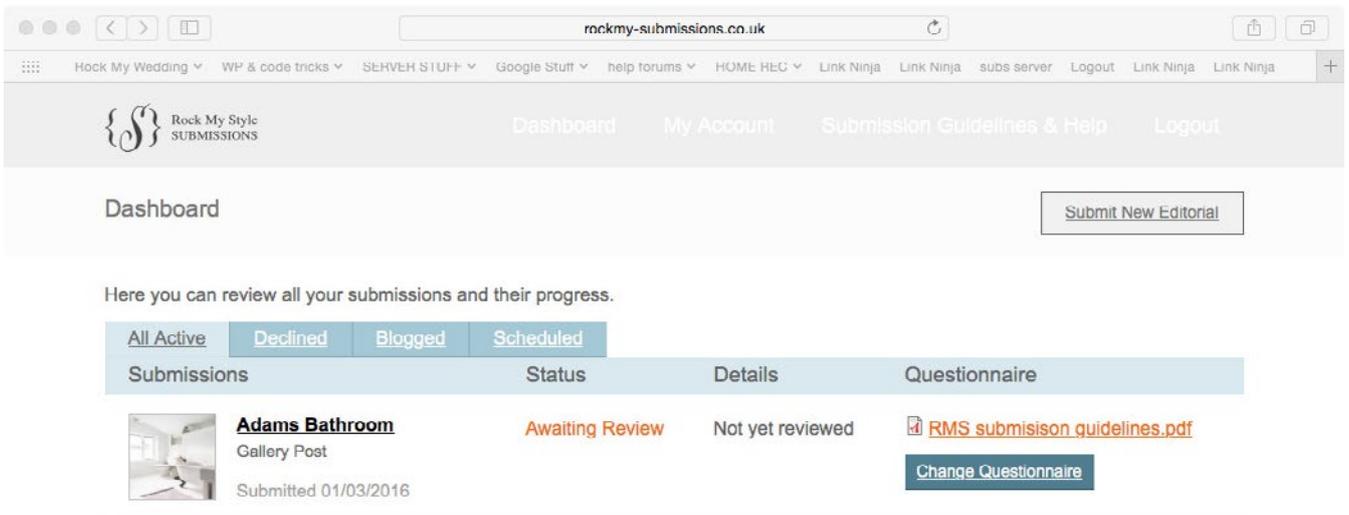
Files must be less than **2 MB**.  
Allowed file types: **jpg**.

Submit

Cancel

## Submission Complete

Once the submission has been sent you will be returned to your dashboard and your submission will appear in the “All Active” tab. You should also receive an email from the system to confirm that your submission has been received.



The screenshot shows a web browser window at rockmy-submissions.co.uk. The navigation menu includes: Hock My Wedding, WP & code tricks, SEHVEH STUFF, Google Stuff, help forums, HOME HEG, Link Ninja, Link Ninja, subs server, Logout, Link Ninja, Link Ninja. The dashboard header has: Dashboard, My Account, Submission Guidelines & Help, Logout. A 'Submit New Editorial' button is visible. Below the header, a message reads: 'Here you can review all your submissions and their progress.' There are four tabs: All Active (selected), Declined, Blogged, and Scheduled. A table lists submissions with columns: Submissions, Status, Details, and Questionnaire. One submission is shown: 'Adams Bathroom' (Gallery Post), Submitted 01/03/2016, Status: Awaiting Review, Details: Not yet reviewed, Questionnaire: RMS submission guidelines.pdf (with a 'Change Questionnaire' button).

You will notice a new submission will have the status “Awaiting Review.” Once a team member reviews your submission you will be notified of the result and your submission will be updated. Here is a list of all possible statuses:

### Declined

If the submission is declined it will appear under the Declined tab on the dashboard, we will endeavour to give you feedback regarding our decision via email however, at busy times this may not always be possible.

### Accepted

If the submission is accepted it will remain in the All Active tab on the dashboard and its status will be updated to “Accepted.” We will notify you by email and prompt you to add supporting text to your submission if this was not uploaded during your initial submission.

### Scheduled

Once an accepted submission is complete and all required documents are received and reviewed a member of the team will schedule your post. The submission will appear under the “Scheduled” tab in the dashboard with the proposed date of publication. You will also receive an email containing all of the scheduling information

### Blogged

Once blogged the submission will appear under the “Blogged” tab where it will stay for ever more as a lovely reminder of the day your work was featured!

## Image Guidelines

These are REALLY important! We will decline your submission if you do not follow our specific guidelines.

### Quality of Images

We can only publish articles that have professional quality images so please consider using a professional photographer, especially if you are submitting image heavy editorial.

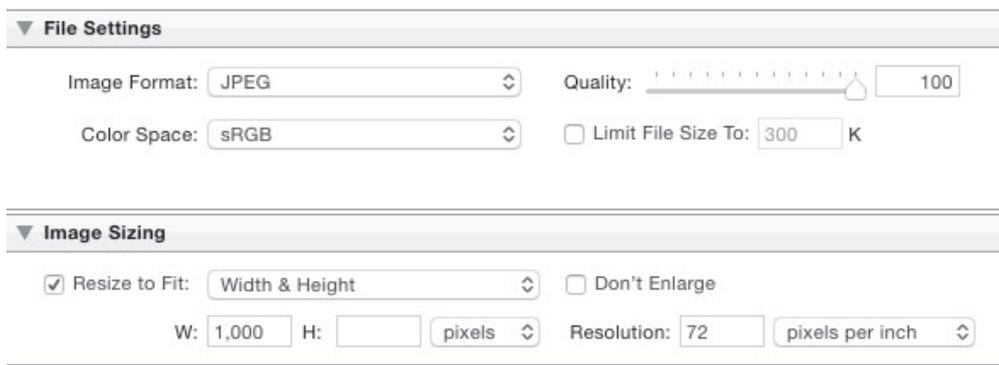
### Number of Images

Please submit between 10 and 50 images for a gallery post (home tour etc...) Please do not send us more than 50 images. Occasionally we may request more images but 50 is enough for us to make a decision to accept the editorial.

### Image Sizing & Format

We can only accept JPEG images - please do not optimise your images for web - we will do that but please ensure that your images are saved at 72dpi and that all images (Portrait & Landscape) are 1000px wide.

In Lightroom your export settings should be set as follows:



The image shows two sections of the Adobe Lightroom export settings panel. The first section, titled "File Settings", includes: "Image Format" set to "JPEG", "Quality" set to 100 (indicated by a slider), "Color Space" set to "sRGB", and an unchecked checkbox for "Limit File Size To: 300 K". The second section, titled "Image Sizing", includes: a checked checkbox for "Resize to Fit" with "Width & Height" selected, an unchecked checkbox for "Don't Enlarge", "W: 1,000" and "H:" (empty) with "pixels" selected, and "Resolution: 72" with "pixels per inch" selected.

Please ask your photographer to help you prepare your images for submission.

### When To Send

You must submit all images at the time of your initial submission. Once you have made a submission you can add more images if you forgot to include some. You can do this by clicking into your submission from the dashboard and selecting "Upload More Images"



## Supporting Text Guidelines

These are REALLY important! We will decline your submission if you do not follow our specific guidelines.

### **Word Limit**

Our editorial features usually run between 500 to 1000 words. Please adhere to these upper and lower word limit guidelines. In all instances we may edit your text or ask for additional text when your submission is accepted.

### **Format**

We can accept word documents with a .doc or .docx extension. We can also accept .txt or .pdf

### **When To Send**

You are not required to submit a text file at the time of initial submission, this is because we can make a decision on gallery style posts (like home tours) without reviewing the supporting text, usually the description provided during the submission process is sufficient to review the submission.

If your submission relies heavily upon supporting text (product reviews, personal experiences etc...) then we will require the supporting text in order to make the decision to accept or decline the submission. If you do not include a text document with your submission but we feel it is necessary in order to evaluate the submission we will contact you and ask you to upload the text document before we make the decision to accept or decline the submission.