

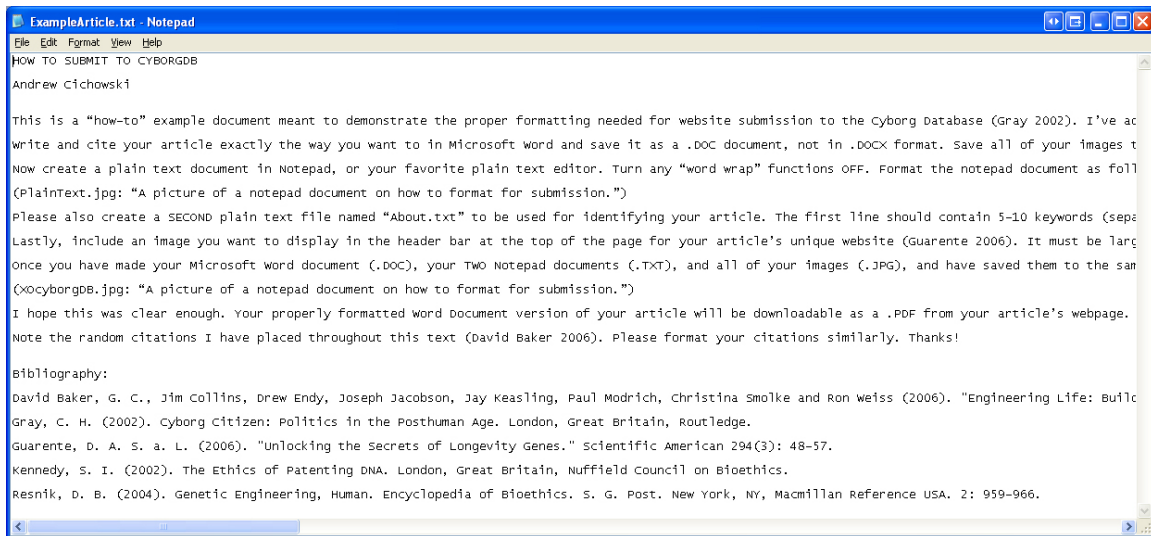
HOW TO SUBMIT TO CYBORGDB

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This is a “how-to” example document meant to demonstrate the proper formatting needed for website submission to the Cyborg Database (Gray 2002). I’ve added random citations to make a point later in this document (Resnik 2004). There are a few steps in the process, but it’s relatively simple and saves me hours of time per article.

Write and cite your article exactly the way you want to in Microsoft Word and save it as a .DOC document, not in .DOCX format. **Save all of your image files to the same folder where your document is located.**

Now create a plain text document in Notepad, or your favorite plain text editor. Turn any “word wrap” functions OFF. Format the notepad document as follows: Each paragraph should be a single line of text in the notepad (Kennedy 2002). Every new paragraph should be a new line (hit the enter key). If you have images in your document, a new line for each image should be made. The image line should be in parenthesis and should be formatted like this: (PlainText.jpg: “A picture of a notepad document on how to format for submission.”) Save the notepad document to the same folder where your images are saved.



Please also create a SECOND plain text file named “About.txt” to be used for identifying your article. The first line should contain 5-10 keywords (separated by commas) that describe your article to be used for search engine optimization. The second line should contain a short (1-2 sentences) description of your article. The third line should contain a list of categories (separated by commas) in which the article should be included on the website. Save this text file in the same folder as the above as well.

Lastly, include an image you want to display in the header bar at the top of the page for your article’s unique website (Guarente 2006). It must be larger than the header image will display on the website so I can crop it accordingly. **Please save this as “header.jpg” in the same folder as the above.**

Once you have made your Microsoft Word document (.DOC), your TWO Notepad documents (.TXT), and all of your images (.JPG), and have saved them to the same folder, ZIP or RAR the entire folder and send it to me via email. Chris, of course, must approve your article before it is posted to the website. If you are confused, I have created a demo .ZIP file that you can download from the CyborgDB's splash page.



I hope this was clear enough. Your properly formatted Word Document version of your article will be downloadable as a .PDF from your article's webpage. The beauty of the CyborgDB website is that it is viewable and fully functional on every computer with internet access, even the windup XO computers donated to third world countries. Simplicity in the articles on the web allows for this. You can be as fancy as you'd like in your word document (.DOC), but the plain text needs to follow the above format for this reason.

Note the random citations I have placed throughout this text (David Baker 2006). Please format your citations similarly. Thanks!

Bibliography:

- David Baker, G. C., Jim Collins, Drew Endy, Joseph Jacobson, Jay Keasling, Paul Modrich, Christina Smolke and Ron Weiss (2006). "Engineering Life: Building a FAB for Biology." Scientific American **294**(6): 44-51.
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- Kennedy, S. I. (2002). The Ethics of Patenting DNA. London, Great Britain, Nuffield Council on Bioethics.
- Resnik, D. B. (2004). Genetic Engineering, Human. Encyclopedia of Bioethics. S. G. Post. New York, NY, Macmillan Reference USA. **2**: 959-966.