Introductions:

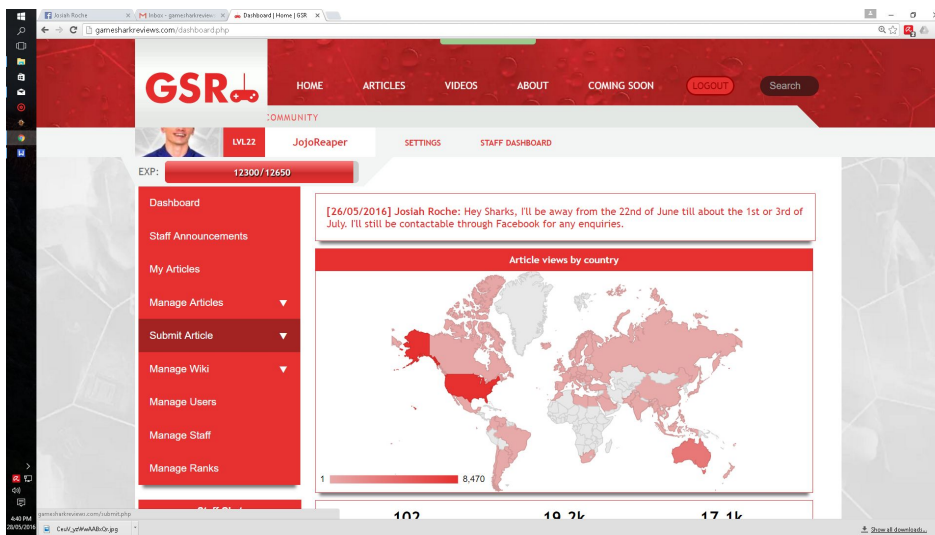This guide should be used as a handbook to assist Content Journalists with Guide submissions.

There are several rules to abide by before you can start submitting entries:

• Never plagiarise from other guides, information from Wikipedia, fan-base wikis or anything that correlates.

• Only submit legitimate information about a game that identifies as true.

• Ensure that the guide is simple and easy to follow with step-by-step instructions.

• Ensure that the guide is no longer than 15 steps.

• Before creating a step, make sure that you have an image that corresponds with the step. I.e: If you're writing about entering into a specific room - make sure you have a screen shot of that room that you're writing about.
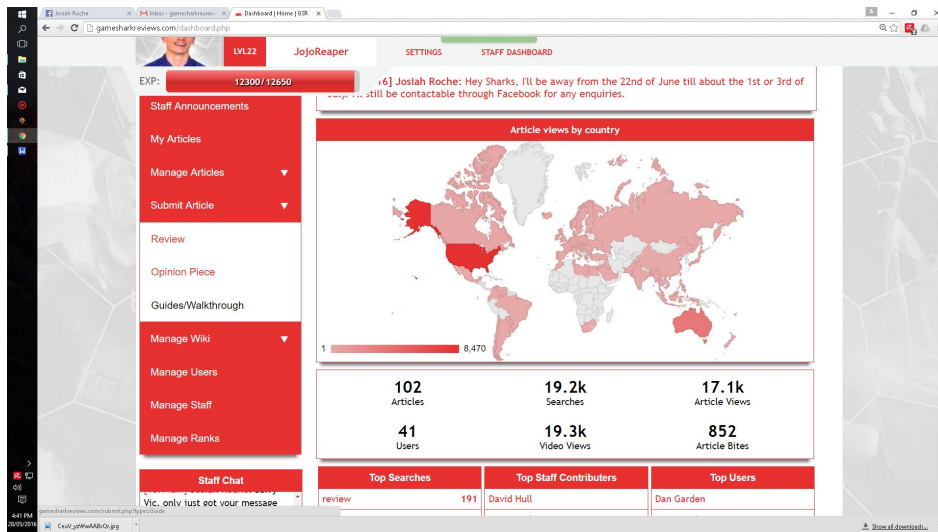
Now that you have the rules, let's begin:

Submitting a guide/walkthrough:

Firstly head to the staff dashboard once you've logged in:
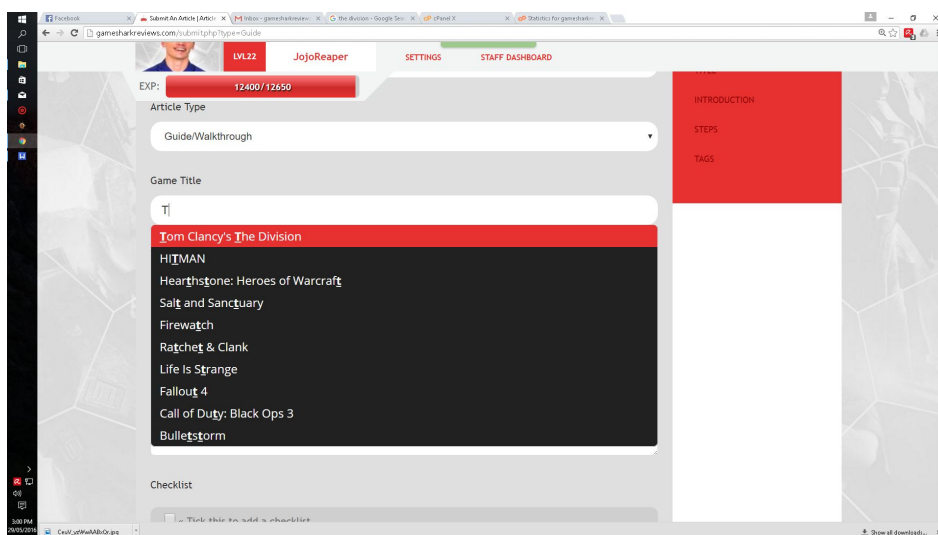

Click on 'Submit Article' and then 'Guides/Walkthrough':
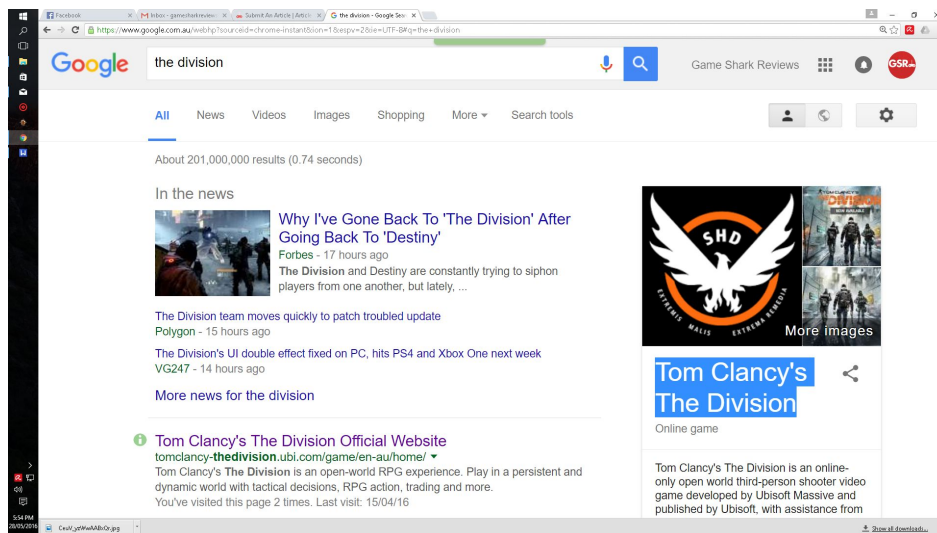
Here's the guide submission form:

Sourcing the correct game title:

The game title should be 100% accurate. In this case, we should normally have a drop down menu with all of the existing games that are in GSR's database:
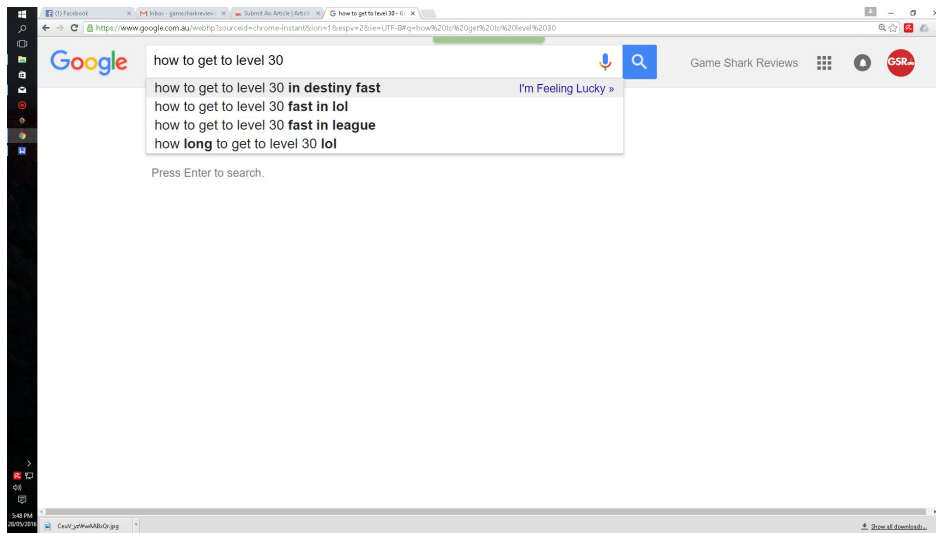

If we do not hold the game you are looking for, you must input the correct game title. To find the correct game title, simply Google the game you are looking for:

As you can see, I typed "the division", but the correct title of the game is 'Tom Clancy's The Division'.

Creating the perfect title:

With the title, be sure to create something that a user would look for. For instance when someone cannot get past a certain level within a game, they usually type "how to" in Google.
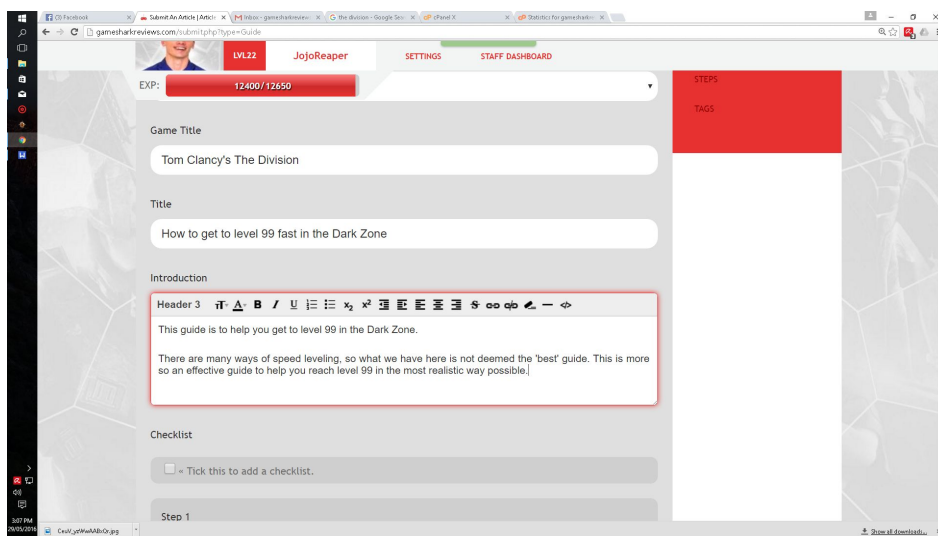
So depending on your article, you need to write 'how to' guides:

This is used to increase our ranking for search engines. This is known as Search Engine Optimisation (SEO), so that Google can identify our website instead of other websites. This applies with any other search engine such as Bing.

Introduction:

With the introduction, make sure that it explains what the guide is for and what it will achieve. Make sure you are humble and don't use words such as 'best' or 'ultimate' next to 'guide'.

There are many guides out there, so we need to be as true to our audience as we are to ourselves.

Checklist:

The purpose of the checklist is to create a list similar to that of a recipe book. Basically you must outline the "ingredients" that the viewers need for the guide.

So if the guide is 'How to make an awesome cosplay outfit' etc, you must outline the needed equipment before they commence the guide.
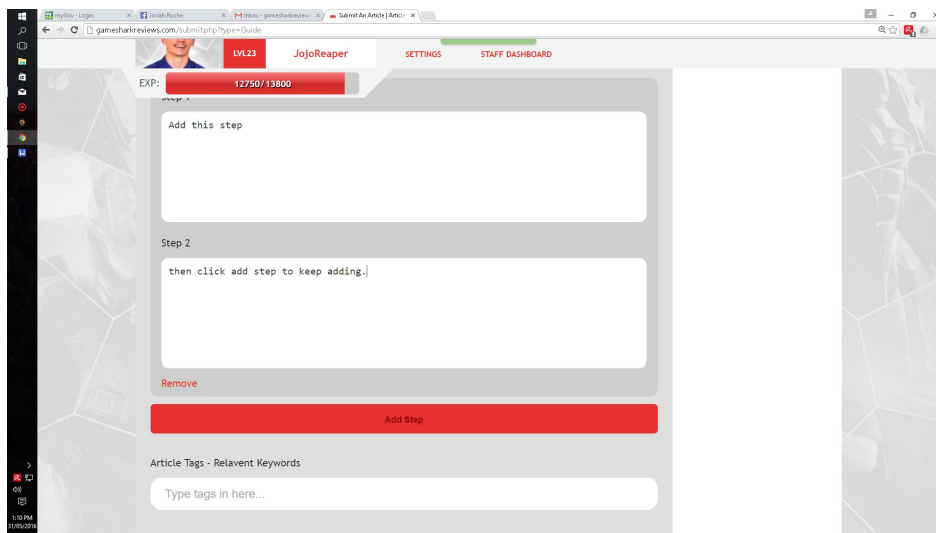
Steps:

For the steps, you need to keep them as succinct and simple as possible. They need to explain how to achieve the goal in as little words as possible.

Keep in mind, you need to have an image for each step when you are uploading them to the image upload page (see next section for this).

For example, see my Hitman guide here:

Click me for example

To add a step, simply click on the 'add step' button. There is a maximum of 15 steps per guide, show either keep it small or split it into a Part 1 and 2 guide.
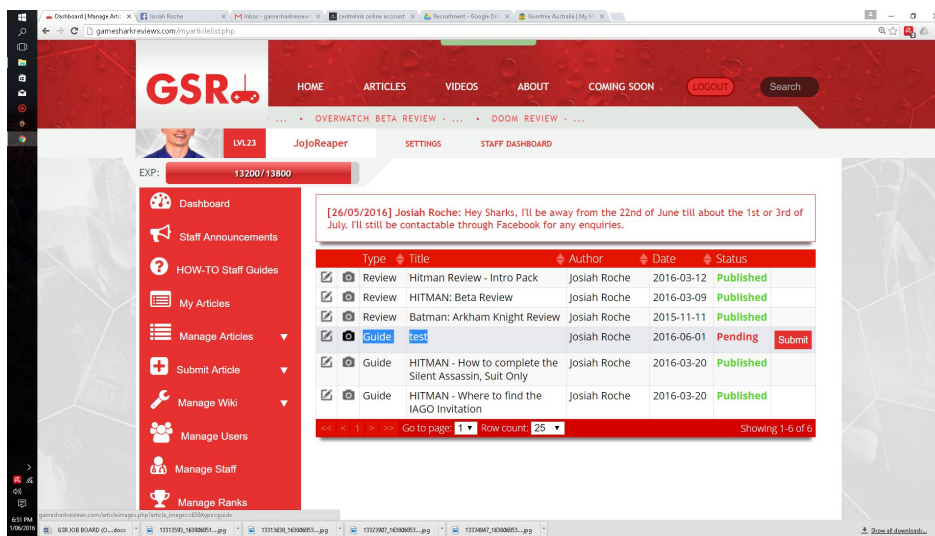
Tags:

Tags must be anything related to the guide. Try to add as many tags as you can to any article.

Tags can be: GSR, Review, Guide, Article, how to, game, gaming, Xbox One, PS4, PC etc.

Also be sure to add tags that are related to the game that is in the article like 'Diablo 3', 'Speed runs', 'cheats' etc.
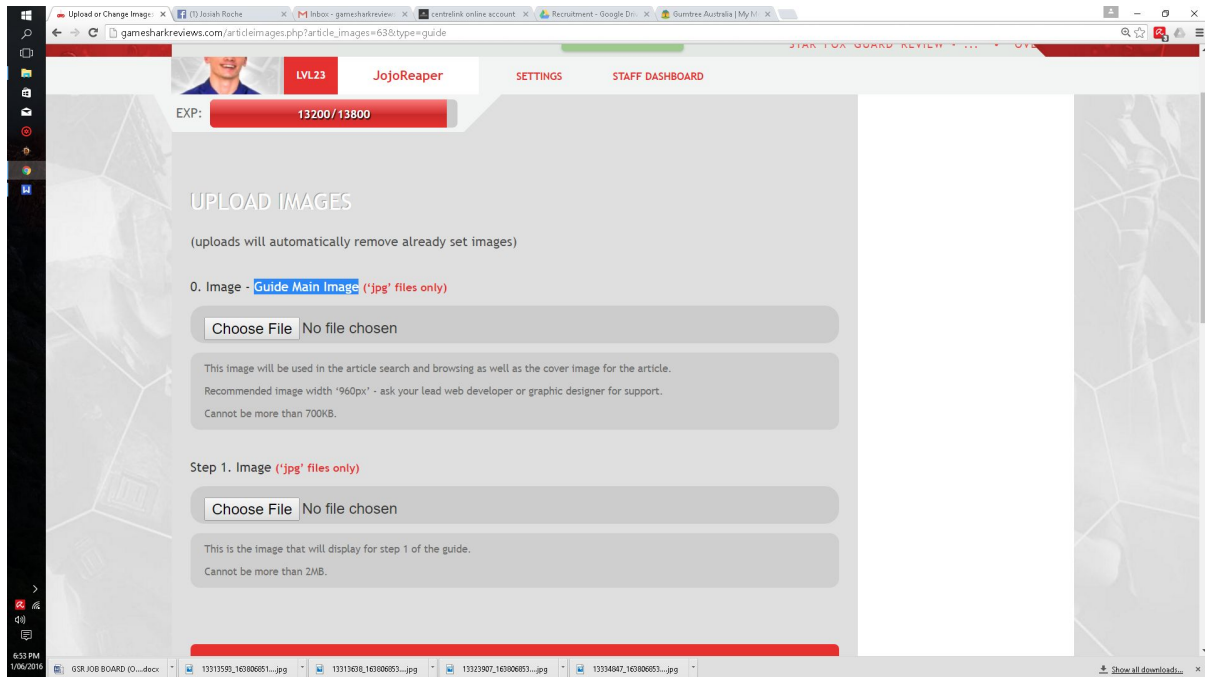
Images:

Once you have completed the guide, click 'Submit Form' and then you'll be redirected to your articles (My Articles).

The pending article is the one that you have submitted. Make sure you click on the camera icon so that you can upload images.

Make sure you upload each image that coincides with each step. Though with the cover phone make sure that it's an appealing image that would make a user click on it - this will be the main image for the article:

This concludes the end of this guide. If you have any questions, feel free to contact a director for additional help or myself.

cd@gamesharkreviews.com

ceo@gamesharkreviews.com