# Contributor Guidelines for

# OCP Document Submissions

*2.1.0*

# Version History

| Date | Version # | Author | Description |
|------|-----------|--------|-------------|
| Original | 1.0.0 | Bill Carter | Original from PDF |
| 05 MAR 25 | 2.0.0 | Bijan Nowroozi | Updated for recent changes in structure and terminology. |
| 10 Mar 25 | 2.1.0 | Alicia Schap | Minor revisions to structure and formatting |
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**Template Version:**

**OCP Document Submission Template v1.5**

# Abstract

These guidelines help OCP Members create and submit documents that become contributions. Each submission goes through developmental reviews with the OCP Project Community, the OCP Foundation, and the OCP Project Leads (PL). When approved as complete, the submission is presented to the OCP Steering Committee (SC) for a final review. Unless the SC provides any requests for changes, OCP publishes the final document in its Contribution Database.

# Types of Documents and Definitions

Here are types and definitions of document submissions that are accepted by OCP for contributions.

### White Paper

A white paper examines or explains the benefits of a specific technology, product, or policy. It should teach, not sell. White papers should be submitted using the OCP Document Submission Template. Approved white papers appear in the OCP Contribution Database.

A good user story to keep in mind is "IT professionals who read white papers are searching for trustworthy information, not marketing literature. These IT professionals want to become informed on the subject at hand."

**Common formats include:**
- Solutions to known problems, often as best-practice tips.
- Discussion of a new approach, with pros, cons, and adoption ideas.
- Common technical issues with unbiased solutions.

**Avoid marketing material such as:**
- Product-specific pitches
- Comparisons that only praise your product
- Migration guides targeting a competitor's technology

**The following marketing items are valuable but do not qualify as OCP white papers:**

- A description of solutions to problems, such as a bulleted list of tips or tricks. Often labeled as "the six best ways to...," or a list of "best practices," or even "worst practices to avoid."
- Discussion of a new technology or methodology with advantages or disadvantages, as well as suggestions for adoption without firm and clear direction supported by evidence.
- Descriptions of common technical problems, presenting solutions that require a specific vendor's products or services that are not open and/or free.

**Common uninformative white papers include:**

- A specific guide with the primary solution being on how to switch from a competitor's technology. This is seen as marketing.
- A false guide to competitive products, describing why the vendor's solution is better. This is seen as marketing.

**Marketing documents that are not white papers:**

- Descriptions of your products or solutions are not white papers. Those are data sheets.
- Customer case studies are not white papers. They are case studies.
- Tips and tricks for using specific products are not white papers. They are product documentation.
- Lists of reasons why your offerings are better than competitors, or that claim to fairly compare your offerings to competitors. Those are marketing pieces, not white papers.
- How-to sheets on how to move from a competitor's offering to your offering. Those are technical documentation, not white papers.

All of these collateral are important, and should live on every vendor's website. However, not all of them are white papers suitable as OCP Contributions.

## Case Study

A case study may be in various media formats such as documents or video, sets up a problem statement, and shows how a customer lacked or used a product or solution. When developing a case study, contributors should use the [OCP Document Submission Template](). Videos should have a document component that sets the references, sets up any future work there might be with this case study, and acknowledges the collaborators. Videos accepted for review and contribution should be a common file type, such as .MP4 that can be transferred to the OCP Foundation for review and posting. External links are not acceptable unless for download.

Customer case studies are not just an essential tool for marketing, but sales, engineering, and numerous other departments across an organization as well.

They're a win-win for everyone involved. For the end user/customer, it's free publicity with little work on their end. For the company putting together the case study, the benefits are invaluable:

- Assist with end user discovery/awareness process
- Reinforces relationship with the customer
- Establishes your organization as a thought leader
- Demonstrable proof the solution is effective for a given use case
- Inspires the community to investigate and or continue

## Guidelines

Guidelines/procedures offer best practices, assessments, or procedures. They are open and collaborative, with no single company holding the copyright. When prepared for contribution, the guidelines are OCP Project Community-authored documents that use the OCP Document Submission Template, under a Creative Commons License.

Note: With OCP's Modular Contribution process[1], guidelines that are like requirements may be best as Hardware or Software Base Specifications, using the appropriate template.

## Benchmarks

Benchmarks compare business processes or performance metrics. Typical metrics include cost, throughput, response time, or Power Usage Effectiveness (PUE) for example. Benchmarks highlight real data and can compare traditional hardware, OCP specification compliant hardware, or both or software/application metrics. Benchmarks should have data presentations, and best practice is to provide analysis but is not, strictly speaking, required. All benchmarks need references to actual collected and relevant data and metrics and should be submitted using the OCP Document Submission Template.

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[1] See Template Selection Guide for additional details

# Submission Process for Document Submissions

1. **Membership:** Only OCP Member companies in good standing may submit documents.
2. **Project Entry:** Submissions must be routed through a relevant OCP Project.
   Provide an abstract to the Project Leader. This abstract should answer:
   - Type of document (White Paper, Case Study, Guidelines, Benchmarks, etc.)
   - Intended audience (e.g., component providers, users, operators, suppliers)
   - Contributor's expertise (highlight your company's focus)
   - Purpose and relevance to OCP
   - Value to the OCP Community
3. **Document Draft:** After the abstract is approved, create the full draft using the OCP Document Submission Template.
4. **Legal Agreements:** Sign the required license agreement:
   - Creative Commons License (CCL) or Copyright License Agreement (CRLA) are best for white papers, case studies and guidelines.
5. Upload your finalized document and signed license agreement to the Contribution Portal with the help of Project Leads or OCP Staff.
   - Share progress with OCP Foundation Staff for review.
6. **Project Presentation:** Present the final document to the Project Community (via a call or workshop). Show why it matters and how it meets at least four of the five OCP Tenets. Use a concise slide deck (6–12 slides)[2]:
   - **Title:** Clear, enticing statement of the document's main lesson
   - **Background:** Company info and OCP involvement
   - **Introduction:** Your original abstract
   - **Problem Statement:** Current challenges, data points, and potential benefits
   - **Solution/Results/Recommendations:** Key findings with real-world examples, plus any tables or charts
   - **Conclusions/Summary:** Why it's needed and who to contact for more details
   - **Reference Material:** Links or extra data to reproduce results
7. **Project Committee Review:** Incorporate feedback and notify Project Lead and OCP Foundation that the final document is ready for Steering Committee (SC) review.
   - Once the Project Lead has signed off, the contribution will be sent to the SC for review.
   - The SC has two weeks to review.
8. **Steering Committee Review:** If no further changes are required, the approved final submission goes live in the Contribution Database.
9. **Updates:** For future revisions, repeat the process. For errata (doesn't require SC review), start with Specification Errata Template

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[2] The contribution presentation to the OCP Project for review may use the OCP Steering Committee Presentation Template

## Typical Timelines:

Documents: 3-6 weeks or more

## Some Rules to Follow

Please adhere to the following rules:

- Only OCP Members in good standing may submit.
- Ensure all named companies approve the content.
- Avoid direct supplier comparisons.
- Exclude specific pricing. Avoid costs and pricing in general. Relative figures may be used from publicly available data sources such as through industry analysts with attribution. Approach CAPEX/OPEX discussions from a technical point of view, such as an advisor would. Typically, efficiency is a good proxy for CAPEX/OPEX differences. Provide assumptions for any CAPEX/OPEX savings and verify your equations.
- Be explicit showing calculations and assumptions and comprehensive (not obfuscating any data points) with clear references for savings claims.
- Back up facts with verifiable data.
- Do not include confidential information.
- Get permission for logos, images, or quotes that belong to others.

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**Sources**:

[HowToWriteAGoodWhitePaper.pdf (SD Times)](#)

Please refer to the "[How to Contribute](#)" section of the OCP website for more information.