



## EEIP editor FAQ

### Editor access

*How can I access the editor?*

You can access the editor via the EEIP Writer Network page (<https://ee-ip.org/writers-network>). Add your log-in details and the editor opens.

### Log-in details & EEIP writer profile

*I forgot my log-in details, what shall I do?*

In case you have forgotten your editor log-in details, please contact [Juergen.ritzek@ee-ip.org](mailto:Juergen.ritzek@ee-ip.org)

*I have a new social media channel. How can I update my EEIP writer profile?*

In case you want us to update your EEIP writer profile, please contact [Juergen.ritzek@ee-ip.org](mailto:Juergen.ritzek@ee-ip.org)

### Use of images

*Is there a maximum size for images?*

The maximum size for article title image is 500KB. We recommend using title images sizes of 100-200KB to ensure fast loading of articles, especially for mobile usage.

You can add multiple images in the article text by using the “add image” button. Maximum size per image is also 500KB. And we are also strongly advising to use images sizes of 100-200KB.

### Video

*How can I embed a video?*

Currently you cannot embed video in the article (in development) but have to use a link to the video (e.g. to Youtube or Vimeo).



## **Categories**

*How many categories can I select?*

Below the article you can select up to 7 categories for an individual article. Selectable categories consist out of the 8 main categories and several sub-categories. When you select a main category, you cannot select its sub-categories anymore. You can select sub-categories across different main categories or a mix of both.

*Should I always select 7 categories or subcategories?*

No. Precise categorization will enhance searchability and feed the “related articles” recommendation algorithm but need to reflect the content of your article. In case selected categories are not related to the core content of your article, it negatively impacts the score of the recommendation algorithm and your article will be shown less. Categorization can be changed without further notice by EEIP reviewer team.

## **Tags**

*How many tags can I select?*

You can select up to 3 tag

*Can I add or propose additional tags?*

You cannot add tags to the list. But you can propose tags to us (contact: [Juergen.ritzek@ee-ip.org](mailto:Juergen.ritzek@ee-ip.org)) and we will add them to the quarterly tag review list.

*I cannot see tags in published articles?*

We use tags as an additional input to the recommendation algorithm but they are not visible to readers.



## **Submit to EEIP**

*How can I change an article I have already submitted?*

You cannot change a submitted article. The only option is to contact [Juergen.ritzek@ee-ip.org](mailto:Juergen.ritzek@ee-ip.org) to propose changes.

*How can I delete a submitted and published article?*

You cannot delete a submitted article. The only option is to contact [Juergen.ritzek@ee-ip.org](mailto:Juergen.ritzek@ee-ip.org)

*Is there a possibility to immediately publish a submitted article?*

This is currently not possible as any article needs to pass the review cycle. We aim to get any article published within one working day. We are planning to implement a specific writer status for those ones having contributed high quality articles over a certain time period. This would allow to shorten review cycles up to immediate publishing.

## **Save as draft**

*Can I save more than one article as a draft?*

No, only the current article can be saved as a draft.

*How do I find my draft article?*

When you have saved your article as a draft, you can log-out or close the editor or the browser or the PC. Whenever you open the editor again via the EEIP writer network page (<https://ee-ip.org/writers-network>), your save as a draft article will be there.

## **Authors**

*Can I see a list of all current EEIP writers?*

Yes, just check the EEIP authors page (<https://ee-ip.org/authors>) and you see all EEIP author profiles.