

# **Oracle Users Best Practices Board White Paper**

## **Guidelines**

### **Components of Each White Paper**

At the beginning of the white paper:

1. Title (100 characters or less) – the title of your paper.
2. Abstract (350 characters or less) – a high level overview of your paper in one to two sentences.
3. Executive Summary (4000 characters or less) – the main points of your paper summarized in a few paragraphs.

At the end of the white paper:

1. About the Author (1000 characters or less) – an overview of the author's experience and education. Focus on the aspects that are relevant to demonstrate your expertise as it relates to the content of the paper. This section should include an e-mail address as contact information. If desired, a phone number could also be provided.
2. About the Company (500 characters or less) – if desired, an overview of the company for which the author works. This is the only section where the author could mention any products or services that may be relevant to content of the white paper. If desired, this section could include an e-mail address, phone number, and website.
3. Acknowledgements – where reviewers have given their permission to use their name as a reviewer, an Acknowledgements section will identify the names (and company, if desired) of each reviewer.
4. Version Control Section – since each paper will need to be maintained as relevant changes happen in the Oracle community, a version control section will be maintained so that readers of the paper know when the paper was written and last updated.

### **Content of the White Paper**

The content of the white paper should give enough detail for the reader to have an understanding of the concept and an ability to implement such Best Practices with the information provided in the paper. It should also include, where applicable:

1. Relevant setups
2. Screen shots, where they help demonstrate key issues
3. Applicability of family packs or release points where certain functionality was introduced
4. Names of Responsibilities using to access certain forms
5. Navigation paths to forms
6. Name of related concurrent requests or processes
7. Metalink Notes or search criteria

8. Bug numbers
9. Enhancement numbers
10. Patch numbers
11. References to articles, books, periodicals, or other material that help validate the information as Best Practices
12. Case studies, where you have the permission of your company or client
13. Examples where case studies do not apply (include screen shots, where applicable)
14. Tips and tricks in navigating or using other short cuts to perform the process

## **Process of Writing, Submitting, Reviewing, Publishing and Maintaining White Papers**

The timeline will be as such:

<b><u>Timing</u></b>	<b><u>Process</u></b>
N/A	The author writes the White Paper or updates to meet the OUBPB standards.
1 week	OUBPB staff will review for formatting issues and adherence to guidelines.
1 week, if necessary	Author updates White Paper for initial OUBPB comments.
3 weeks	Reviewers are notified, review occurs, and comments are sent back to author, cc'ing the OUBPB (for tracking purposes).
2 weeks	Author reviews comments and incorporates them into paper or resolves reviewer comments. Author submits final White Paper to OUBPB with IP Release Statement (see below)
2 weeks	OUBPB will finalize the process and publish the White Paper to the OUBPB website and provide the file to OAUG for publishing as well.

### **IP Release Statement**

Before the white paper will be published, writers of White Papers will be required to sign an Intellectual Property release statement where the writer agrees to release the rights to sell the rights to download the information to the Oracle Users Best Practices Board and any designee, such as the OAUG.

### **Note Regarding Reviewers**

The success of this process depends on quality writers and quality reviewers. No paper will be published unless it can be reviewed by at least three qualified reviewers. The OUBPB will do our best to recruit qualified reviewers, but since the reviewing efforts are voluntary, assurance cannot be provided that there will always be three reviewers for every White Paper.

### **Updating of White Papers**

Providing quality papers to the user community is key to the success of OUBPB. Information contained in the White Papers needs to be maintained as there are relevant

changes to the content of the paper. As such, writers of the White Papers are expected to take the initiative to maintain the content as relevant changes occur in the Oracle community. Examples of such updates include, but are not limited to, patches, family packs, point releases, new features, Statements of Direction, and other announcements.

The writer has the primary responsibility for such updates. However, OUBPB may remind the writer to update the paper. The author's failure to update the content of the White Paper may result in the paper being removed from the White Paper database.