

USING THE ARTICLE CONTENT TYPE

What is an article?

An article is a content type in Drupal. Articles have much in common with the basic pages that make up the bulk of our Drupal sites, but there are some key differences:

- Articles have only one body section, instead of unlimited sections.
- Articles have a publication date that appears under the title.
- Articles automatically publish to the top stories carousel.
- Articles automatically feed to the News & Events page.
- Articles can be tagged.

What are the components of an article?

The basic components of an article are:

- Title
- Body
- Tags
- Homepage feature

As with basic pages, you also have the option of adding 1-5 images, an image promo, and/or a promo slider to any article.

Why use an article?

You should use an article for content that is timely, ephemeral, or would benefit greatly from the tagging function. You should not use an article for evergreen information that should stay consistent and in the same place over time.

For example, stories from Dartmouth Now, stories from other media sources, and original content that meets the criteria above should be put in an article, rather than a basic page. See detailed instructions for how to handle such stories below.

Respect copyright!

- Never copy and paste content for outside sources without using quotation marks and citations.
- Never republish an image from another publication with written permission from that publication.

Articles from Dartmouth Now

Once Dartmouth Now moves into Drupal, we will be able to set up a feed that delivers articles about your department to your department site. In the meantime, you can publish articles from Dartmouth Now on your site through a manual copy and paste process.

1. **Title:** Use the headline of the original story. If the headline is too long, try to judiciously trim it down so that the whole title fits in the top stories carousel and is clear to users.
2. **Body:** Copy and paste the article text into the body field. Make sure to erase any photos and captions. Photos should not go in the body field. If the original article includes a sidebar, the sidebar text can go at the bottom of the original article.
3. **Tags:** You may tag articles. Common tags include faculty names, “faculty,” “faculty stories,” “student research,” and “alumni stories.”
4. **Image:** If you have a large enough image (810x455px), you may add it to the slideshow field and include a caption. Current Dartmouth Now images are not large enough for the Drupal sites, so this will only work if you can provide your own image of the person or event mentioned in the article. Be sure to include a caption.
5. **Homepage feature:** Scroll down to the vertical tabs on the left and click on homepage feature. You must add a blurb (maximum 300 characters) and an image (minimum 373x210px). If you don’t, your site will have blank spaces in the top stories carousel.
6. **Date:** Click on the Authoring Information vertical tab change the date to match the date that the original article was published.

Articles from Other Media Sources

To feature a news item from a media outlet in your news section, use the article content type with the following guidelines:

1. **Title:** Use the headline of the original story and mention the news source. If the headline is too long, create a summary that is short enough to fit in the top stories carousel and mentions the news source. For example, “Professor Webster’s Take on the Oil Crisis in the New York Times.”
2. **Body:** Provide a brief summary of what the article is about. Consider including an excerpt from the article that is particularly relevant to your department. To do this, use quotation marks and clearly cite the original source. Use an ellipsis to omit information from a quote. **Never copy and paste content from an outside article without using quotation marks and citations.**
3. **Link to the original source:** Always state the name of the publication and link directly to the original article in the body of the post.
4. **Tags:** You may tag articles. Common tags include faculty names, “faculty,” “faculty stories,” “student research,” and “alumni stories.”
5. **Image:** If possible, include an image representative of the story. Slideshow images must be 810x455px. **Do not republish an image from another publication with written permission from that publication.** If you cannot get permission to use an image, use an image that is cleared, such as a Dartmouth image of the faculty member or event featured.
6. **Homepage feature:** Scroll down to the vertical tabs on the left and click on homepage feature. You must add a blurb (maximum 300 characters) and an image (minimum 373x210px). If you don’t, your site will have blank spaces in the top stories carousel. If you don’t have an image to go with the article, consider using the logo of the publication in the homepage feature image field.
7. **Date:** Click on the Authoring Information vertical tab change the date to match the date that the original article was published.

Original Article Content

The article content type can also be used for original content that is timely or that would benefit from the tag function. For example, many departments use the article content type for their alumni stories, so that each update is dated and users will know when Jane Smith started law school or Dave Jones started that great new job.

1. **Title:** Write a headline that clearly summarizes the article content. It should be short enough to fit in the top stories carousel.
2. **Body:** You don't need to write a lot, but provide enough information to engage your users' interest. The inverted pyramid—most important information at the top, followed by background information and other interesting tidbits—is usually most successful. Another option is to cluster information with subheadings. For example, an alumni update might have three paragraphs, each with a descriptive heading.
3. **Tags:** You may tag articles. Common tags include faculty names, “faculty,” “faculty stories,” “student research,” and “alumni stories.”
4. **Image:** If possible, include an image representative of the story. Slideshow images must be 810x455px.
5. **Homepage feature:** Scroll down to the vertical tabs on the left and click on homepage feature. You must add a blurb (maximum 300 characters) and an image (minimum 373x210px). If you don't, your site will have blank spaces in the top stories carousel.