

## Knowledge Shelf FAQs

### **What is the PMI Knowledge Shelf?**

The PMI Knowledge Shelf seeks to be the premier online source for project management knowledge and information in order to help project professionals and organizations advance the practice of project management and attribute their success to it. The Knowledge Shelf aims to be an easily searchable, categorized resource of information in multiple media, with information that is either specialized or general, but current and vital. Right now, the Knowledge Shelf consists primarily of articles in PDF format.

### **Who writes papers and articles in the PMI Knowledge Shelf?**

PMI Knowledge Shelf submitters and subject matter experts come from the project management community.

### **How do I submit an article?**

Go to the Knowledge Shelf (<http://www.pmi.org/Knowledge-Center/Knowledge-Shelf.aspx>) and download these documents:

- *Editorial Guidelines*—explains a little more about the library, submission process and acceptance criteria
- *License Agreement*—accepted submitters will need to license PMI to use the content

Send your article in Microsoft Word format to [Virtual.Library@pmi.org](mailto:Virtual.Library@pmi.org). Please include your name, address and e-mail address.

**Articles should include a short (no more than 150 words) abstract summarizing the important points expressed in the text.**

### **Can I claim Professional Development Units (PDUs) for Knowledge Shelf articles?**

Authors (co-authors) whose articles are posted on the PMI Knowledge Shelf and are at least 1,500 words in length may claim PDUs under Category D, Creating New Project Management Knowledge. 1 PDU is awarded for every 1 hour required to prepare and create this knowledge. The PDUs claimed in this category count against the maximum of 45 PDUs (or, 20 PDUs for PMI-RMP and PMI-SP) allowed for “Giving Back to the Profession” categories (Categories D, E, and F).

### **What is the process under which articles are accepted or rejected?**

A group of volunteers assists PMI staff in evaluating all submitted papers. Papers are rated on:

- Usefulness (how much it helps the community manage projects or programs)
- Whether it advances the practice of project management
- How current the material is
- Whether the material is original
- Whether the writing is interesting, efficient and not repetitive, and follows the author style guidelines
- Whether the material is covered in adequate depth.

**If my paper is accepted, what is the procedure after that?**

Accepted papers will be professionally edited by PMI staff or a PMI contractor. Authors can make final revisions on the paper. Once PMI and the author agrees that a version is final, it is sent by PMI to a contractor for laying out in PDF format, and then posted on the PMI Knowledge Shelf.

**How long are articles posted on the PMI Knowledge Shelf?**

Papers are posted for as long as PMI determines them to be current and relevant, and may at some point be made accessible through the PMI Marketplace.