



CONTRIBUTION GUIDANCE POLICY

Guidance on Submitting to DCOne

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1. Purpose of This Document

These guidance notes explain what Deck Cadet One is looking for when accepting contributor submissions and how to prepare materials suitable for publication.

2. Who Can Contribute

Contributions are welcome from cadets, trainee officers, and seafarers who wish to support others through sharing revision and learning materials.

3. Types of Content Accepted

We welcome original revision notes, summaries, diagrams, worked examples, and explanatory guides. Content must be educational and relevant to deck cadet training.

4. Content We Cannot Accept

Do not submit copyrighted textbooks, official exam papers, confidential college materials, or content copied from other websites.

5. Quality and Accuracy

Submissions should be clear, well-structured, and accurate. Contributors are responsible for checking their work against current official sources.

6. Formatting Expectations

Typed documents are preferred. Clear headings, bullet points, and diagrams improve readability. Handwritten notes must be legible and clearly scanned.

7. Review and Editing

Deck Cadet One may edit submissions for clarity, formatting, or consistency while preserving the original meaning.

8. Attribution

Contributors may be credited by name, initials, or anonymously, depending on preference.

9. Submission Agreement

All submissions must **be accompanied by a signed Content Contribution Agreement.**

Approved By:

A handwritten signature in black ink, appearing to read 'A. Lindley', written in a cursive style.

Andrew Lindley

Founder, Deck Cadet One (DCOne)

Date: 27th December 2025