



# THE PRIME PEN

READ — WRITE — RESEARCH

---

## AUTHOR'S GUIDE

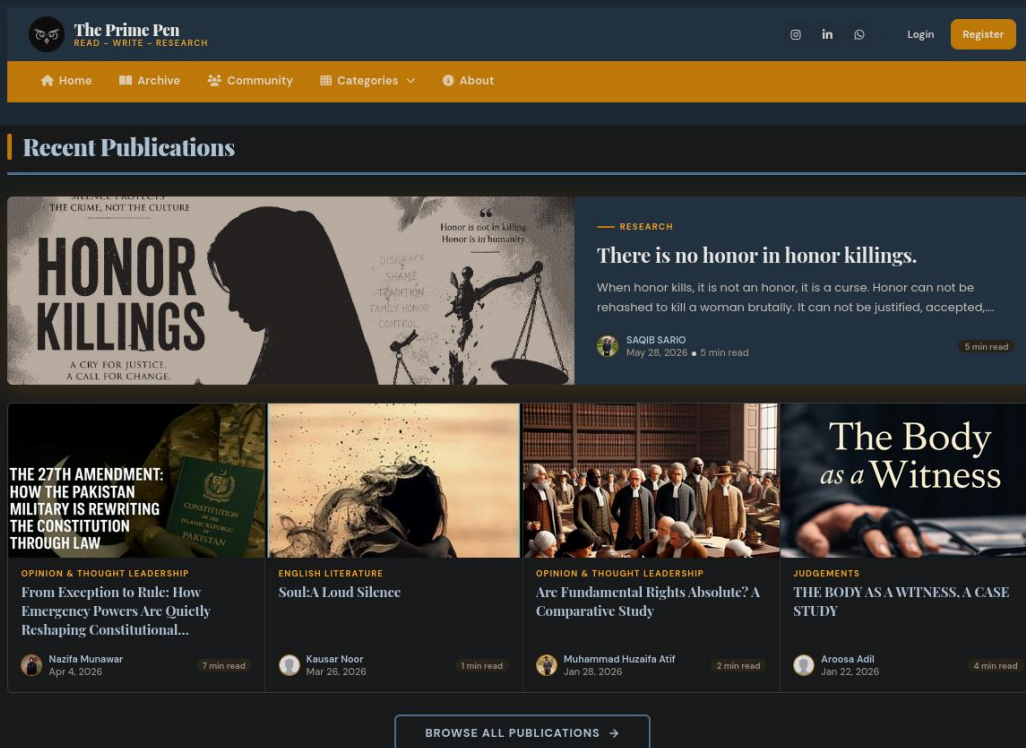
*Everything You Need to Publish on The Prime Pen*

[www.theprimepen.com](http://www.theprimepen.com)

---

## Login & Registration

The Prime Pen is a platform for students, researchers, lawyers, and thinkers to publish their work and build a readership for free. This guide walks you through every step of the process.

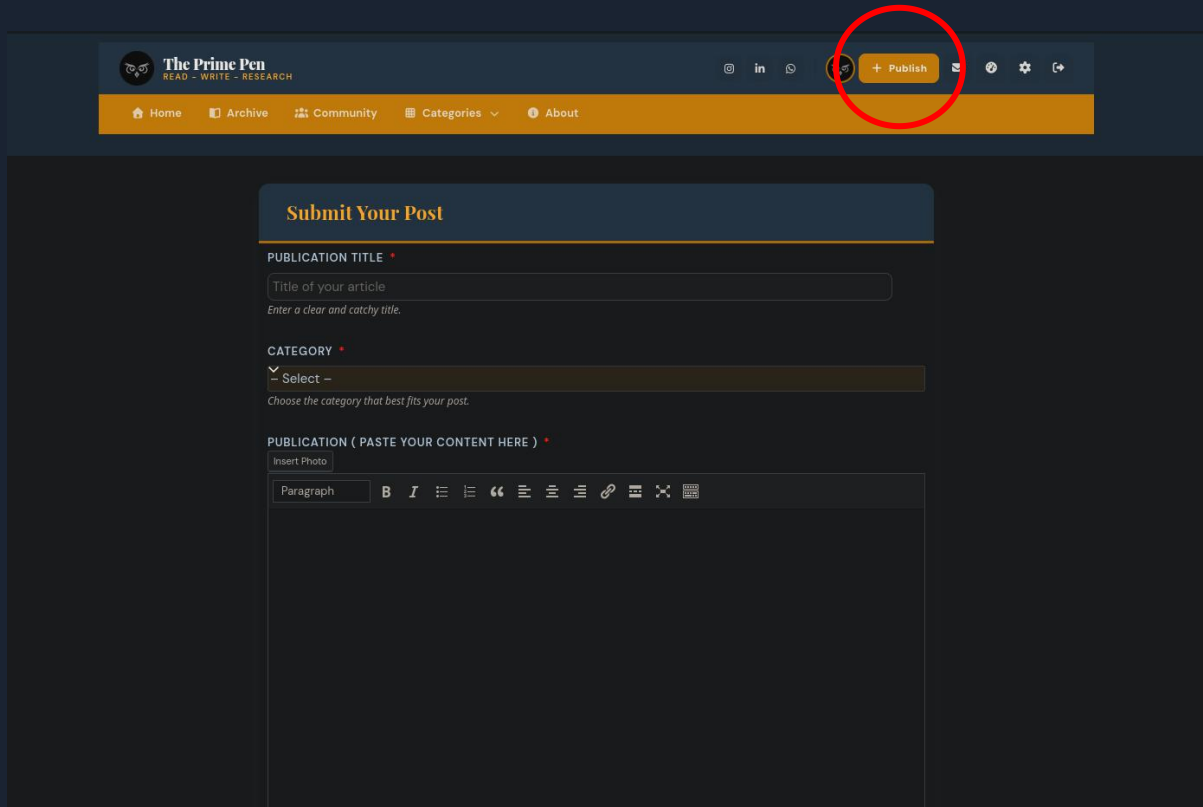


### STEP 1 VISIT THE WEBSITE & CREATE AN ACCOUNT

Head to [www.theprimepen.com](http://www.theprimepen.com). On the top-right corner of the homepage you will find two buttons: Login and Register. If you are a new user, click Register to create your free account. Returning authors can click Login to access their account directly.

## Publishing Your Work

After logging in to your account, click the golden Publish button in the navigation bar to open the submission form. Fill in each field carefully as they all affect how your article appears to readers.



The screenshot shows the 'Submit Your Post' form on the The Prime Pen website. The navigation bar at the top features a golden '+ Publish' button, which is circled in red. Below the navigation bar, the form is titled 'Submit Your Post' and contains three main sections: 'PUBLICATION TITLE', 'CATEGORY', and 'PUBLICATION ( PASTE YOUR CONTENT HERE )'. The 'PUBLICATION TITLE' section has a text input field with the placeholder 'Title of your article' and a note 'Enter a clear and catchy title.' The 'CATEGORY' section has a dropdown menu with the text 'Select -' and a note 'Choose the category that best fits your post.' The 'PUBLICATION' section has a rich text editor with a toolbar containing icons for bold, italic, list, quote, link, and other formatting options.

### STEP 2 FILL IN THE SUBMISSION FORM










#### Publication Title

Write a clear and engaging title that accurately reflects your content. A strong headline makes readers want to open your article.

#### Category

Select the category that best fits your submission. The available categories are exclusively highlighted on the homepage.

### Explore Categories

 <b>Case Laws &amp; Legal Insights</b> Judgements, constitutional analysis, court rulings & expert legal commentary. EXPLORE →	 <b>Politics &amp; Current Affairs</b> Policy debates, geopolitics, governance & global current affairs. EXPLORE →	 <b>Student Life &amp; Academics</b> Academic growth, university life, career guidance & student insights. EXPLORE →
 <b>Research &amp; Innovation</b> Scholarly research, emerging ideas, science & technological progress. EXPLORE →	 <b>Opinion &amp; Thought Leadership</b> Essays, columns, intellectual discourse & bold thought leadership. EXPLORE →	 <b>History &amp; Society</b> Historical events, civilisations, social movements & cultural studies. EXPLORE →
 <b>Literature &amp; Fiction</b> English literature, fiction, poetry, criticism & creative writing. EXPLORE →	 <b>FTO Blog</b> Federal Tax Ombudsman rulings, fiscal policy, tax law & FTO orders. EXPLORE →	 <b>اردو ادب</b> شاعری، انشاء، ناول اور اردو زبان و ادب کا وسیع دائرہ دیکھیں →

If none of the existing categories fits your topic, contact the admin at [theprimepeninfo@gmail.com](mailto:theprimepeninfo@gmail.com)

## Publication Content

Write your article directly in the editor or paste it from an already existing Word document or PDF. Use the toolbar to apply bold, italics, headings, lists, blockquotes, links, and alignment. You can also insert photos inline using the Insert Photo button.

Start writing your article in the box above.

**TITLE/COVER IMAGE \***

Upload

This image will be used as a thumbnail for your publication.

**EXCERPT \***

Add a short summary or preview of your publication.

**TAGS \***

Add keywords separated by commas.

**Publish** Save Draft

## Title / Cover Image

Upload an eye-catching image to serve as the thumbnail for your article on the homepage and archive. Choose an image that is relevant and visually striking. Avoid using AI generated images.

## Excerpt

Write a short two or three sentence summary that previews your article. This appears beneath the title in article listings.

## Tags

Add relevant keywords separated by commas, for example: pakistan, constitution, law reform. Tags help readers discover your article through search.

### **⚠ Content Integrity Policy**

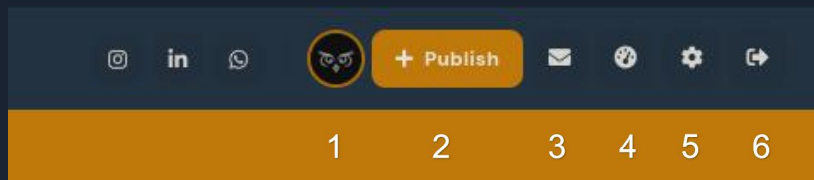
You must own all content you publish on The Prime Pen. Plagiarism of any kind is strictly prohibited. AI-generated content passed off as original writing is also not permitted. Submit only work that is genuinely yours.

## **STEP 3** SUBMIT FOR REVIEW OR SAVE AS DRAFT

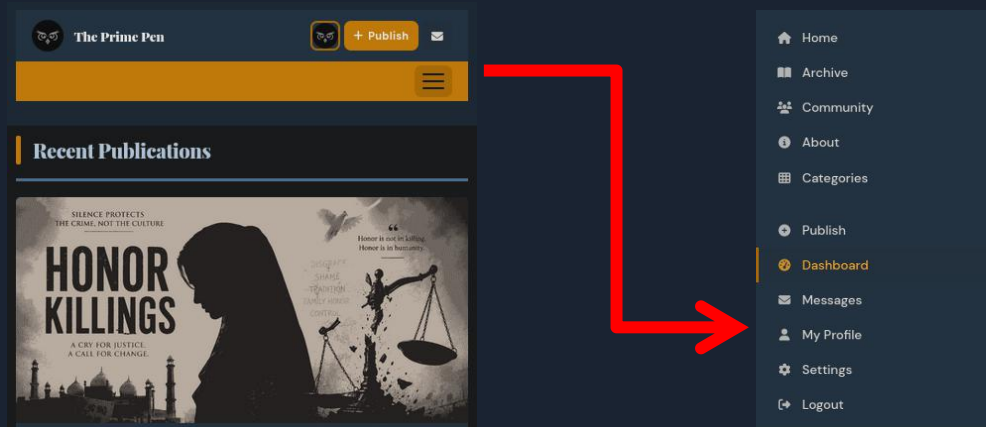
When your article is ready, click the Publish button to submit it for review. Your work will not go live immediately. Instead, it will be sent to the Team Prime Pen, who will review it for AI-generated content and plagiarism before it is published. You will be redirected to a Pending Review page once submitted. If you need more time, click Save Draft to store your work and return to it later from the Dashboard.

## Navigation Guide

After logging in, the site header gives you quick access to everything you need. Here is what each button does:



Desktop View



Mobile View


REF	BUTTON	WHAT IT DOES
1	<b>My Profile</b>	Takes you to your public author profile page where you can view and edit it
2	<b>Publish</b>	Opens the submission form to write or paste your article
3	<b>Messages</b>	Opens your inbox to message other authors on the platform
4	<b>Dashboard</b>	Shows all your publications with live, pending review, or draft status where you can manage them
5	<b>Settings</b>	Manage your account, change password, or privacy settings
6	<b>Log Out</b>	Safely signs you out of your account

## Edit Profile

Click your profile avatar to go to your author profile. From there, click Edit Profile to update your display name, bio, and profile photo. Keep your profile professional because a clear bio helps readers connect with your work.

### Edit Profile

Update your photo, name and bio




Click photo to change · JPG, PNG, GIF or WEBP · Max 5MB

DISPLAY NAME

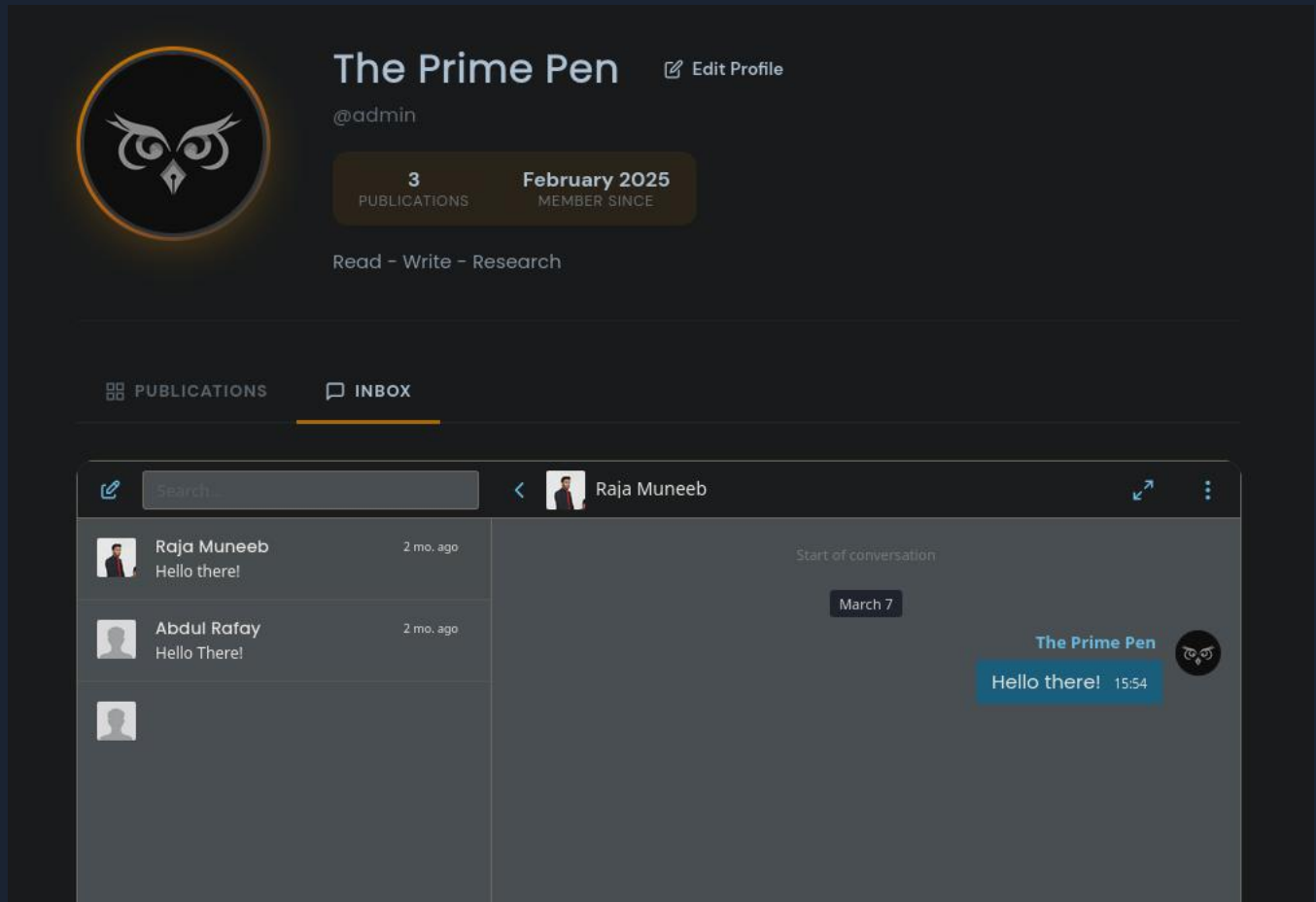
BIO

23 / 500

 Save Changes Cancel

## Messages

The envelope icon in the navigation bar opens your inbox. From here you can send direct messages to any registered author on the platform. This is useful for collaborations, feedback, and networking with fellow writers.

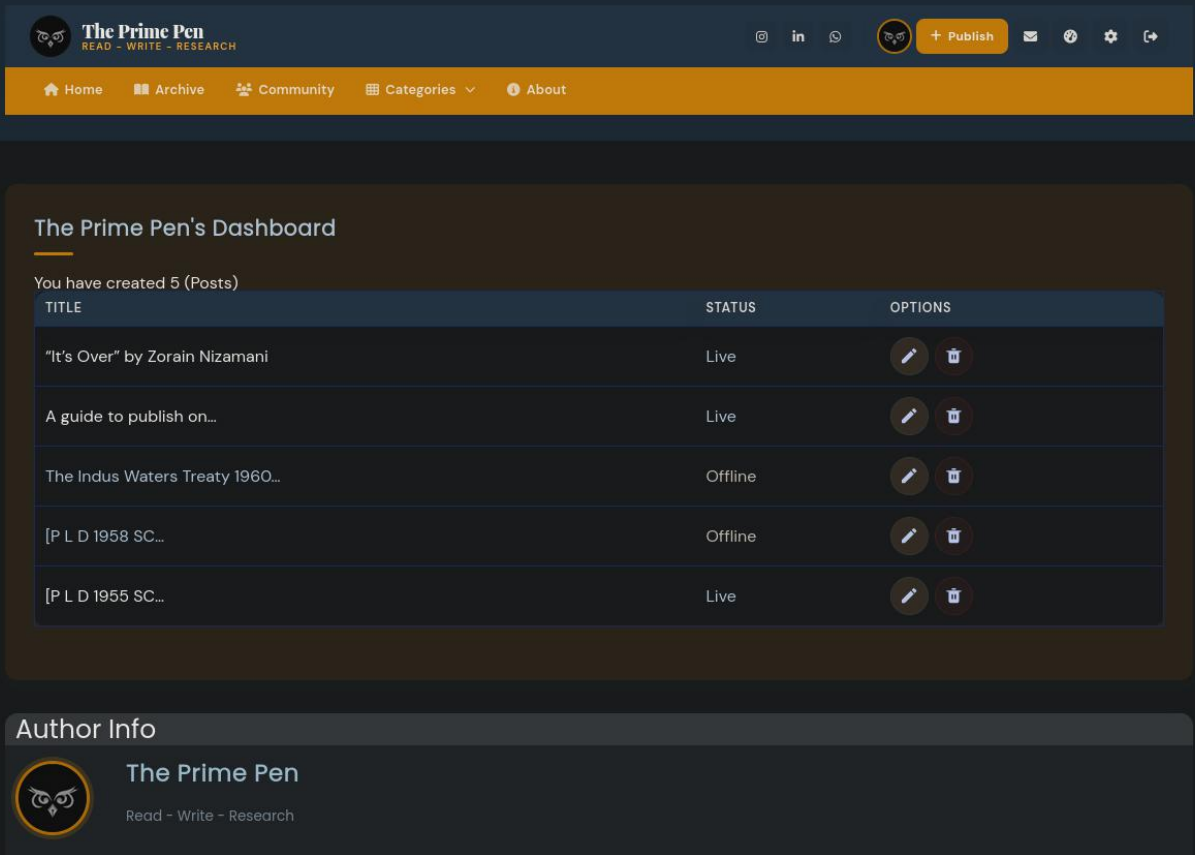


### ⚠ Messaging Guidelines

Use the messaging feature professionally and respectfully. Spam, harassment, unsolicited promotional messages, or any form of abusive communication is not permitted and may result in account suspension.

## Dashboard

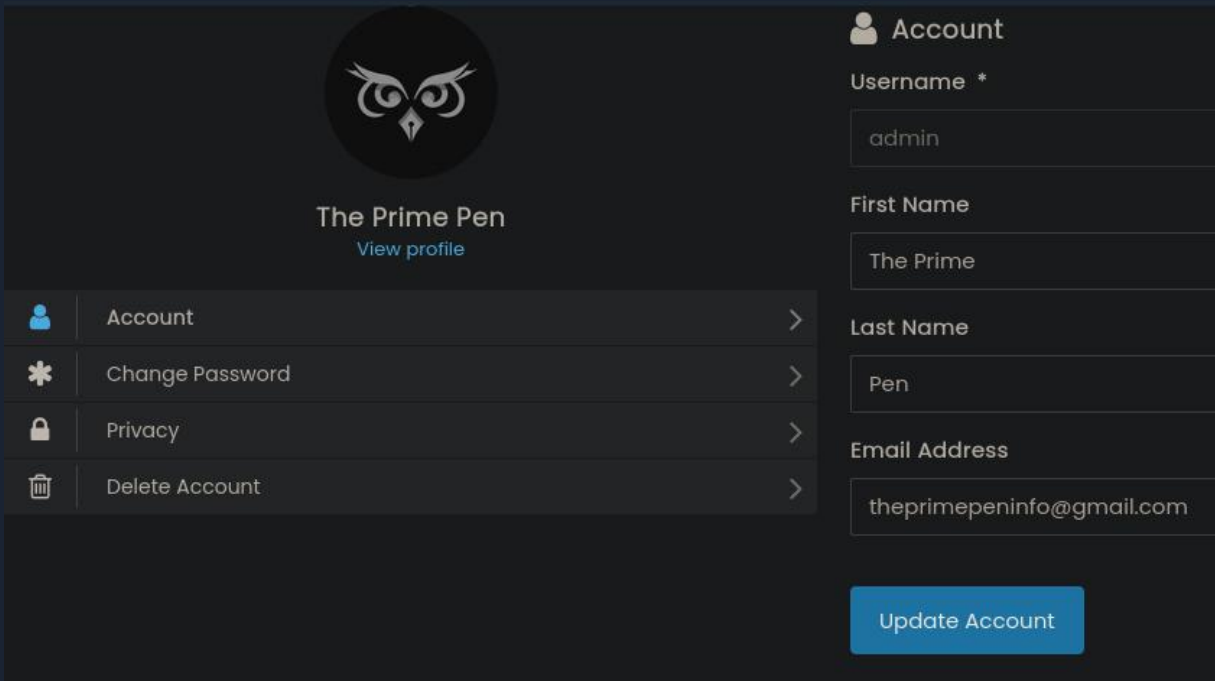
Click the compass-style dashboard icon in the navigation bar to access your personal dashboard. Here you can see all the articles you have ever submitted, along with their current status.



Each article is listed with its title, a Live, Pending Review, or Offline status indicator, and two action icons. The pencil icon opens the editor so you can update or correct your article. The trash icon permanently deletes the publication.

## Account Settings

Click the gear icon in the navigation bar to reach your account settings. The settings panel has four sections:



The screenshot shows the account settings interface. On the left, there is a profile card for 'The Prime Pen' with a 'View profile' link and a menu with four options: 'Account', 'Change Password', 'Privacy', and 'Delete Account'. On the right, the 'Account' section is expanded, showing fields for 'Username \*' (admin), 'First Name' (The Prime), 'Last Name' (Pen), and 'Email Address' (theprimepeninfo@gmail.com). An 'Update Account' button is located at the bottom right of the form.

<b>Account</b>	Update your username, display name, and email address.
<b>Change Password</b>	Set a new password for your account at any time.
<b>Privacy</b>	Control your visibility and privacy preferences on the platform.
<b>Delete Account</b>	Permanently remove your account and all associated data.

## Log Out

Click the arrow icon at the far right of the navigation bar to safely sign out of your account. Always log out when using a shared or public device.

## Community

Click Community in the main navigation menu to access the author directory. This lists every registered member on The Prime Pen, sorted by most publications, earliest joined and latest joined. You can also search by name or username and click any member to view their profile and read their work.

The screenshot shows the author directory interface. At the top, there is a search bar with the placeholder text "Search all members by name or username...". To the right of the search bar is a dropdown menu currently set to "Most Publications". Below the search bar, a yellow badge indicates "137 members". The main content area displays a list of seven members, each with a circular profile picture, their name, their username, and a badge showing the number of publications. The members listed are:

- Sawera Mehboob (@saweramehboob) with 8 publications.
- Laiba Shaheen (@LaibaShaheen) with 4 publications.
- Shahzeb Khan (@Shah\_Khan) with 4 publications.
- Aqib Ali Ghunio (@Aqib Ali Ghunio) with 4 publications.
- Raja Muneeb (@rajamuneeb) with 4 publications.
- Muhammad Saad Farooq (@Muhammad Saad Farooq) with 3 publications.
- Ameena Bibi (@Khanadv979) with 3 publications.

The community currently has over 137 members from institutes all across Pakistan. Use the directory to discover new voices, find collaborators, and connect with other experts.

## Join us

---

Stay connected with The Prime Pen across our social media platforms for updates, new publications, and community announcements.

### CONNECT WITH US

#### LinkedIn

The Prime Pen

[www.linkedin.com/company/theprimepen](https://www.linkedin.com/company/theprimepen)

#### Instagram

@theprimepen

[www.instagram.com/theprimepen/](https://www.instagram.com/theprimepen/)

#### WhatsApp Community

Join the group

[chat.whatsapp.com/E11pZII7YLGAEzXdNcaDKP](https://chat.whatsapp.com/E11pZII7YLGAEzXdNcaDKP)

## Ready to Publish?

*Join Pakistan's growing community of student writers and researchers.*

**[www.theprimepen.com](http://www.theprimepen.com)**

[theprimepeninfo@gmail.com](mailto:theprimepeninfo@gmail.com) | IIUI, H-10, Islamabad