

# HRmatters

## Writers' Guidelines

Fall 2018 issue

## ARTICLE GUIDELINES

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### Article length:

- Should be no more than 1000 words
  - These word counts help ensure CPHR Manitoba receives quality articles that fulfill our content ratio for publishing; however the word count can be adjusted with the authorization of the Editor, depending on the article topic or content.
- Relate to the theme of the issue, addresses an important and timely industry issue, or newsy articles that are relevant to our readers and the HR profession
- Written by CPHR Manitoba members and/or other industry leaders

## STYLE GUIDELINES

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### Viewpoints and opinions:

- Topic should be relevant to CPHR Manitoba members.
- When writing opinions and viewpoints, they should be presented as such; a clear distinction between personal opinions and verifiable facts must be made.
- Articles cannot be self-promoting; nor can they promote individuals, companies, products, and/or services in a manner that is profitable or may result in a profit.
- Proper referencing should be used:
  - Information presented as factual should be independently verifiable. Contributors must not engage in plagiarism or the fabrication of people, events, and/or quotations.
  - Sources and references must be credited within text and a reference list must be provided.
  - HRmatters adopts the Canadian Press Style Guide, with a few exceptions, and uses the Canadian Oxford Dictionary for spelling.
  - HRmatters does not use end or footnotes; instead please cite sources within the article.

## TECHNICAL GUIDELINES

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### Tables, charts, and graphs:

- These help to illustrate an article and can greatly improve readership.
- Please submit the image in a PDF or JPG format.
- In order to be used, the original source of the graphic must also be provided.

### Photo requirements:

- EPS (preferable), TIF, and high-resolution JPG or PDF files are acceptable image formats.

### Written article requirements:

- Please provide a brief "Bio Line" to be displayed with your name at the end of your article. A "Bio Line" will consist of:
  - Person's name, title, and place of employment.
  - Business & designation credentials (if applicable).
  - E-mail address, phone number or both for readership contact.

## SUBMISSION GUIDELINES

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### Editorial process:

- Articles must be submitted to the Editor of HRmatters prior to the indicated deadline for each issue.
- Articles are subject to editing for content and grammar by CPHR Manitoba and the publisher (although this editing should not change the intent of the article, the Editor may restructure the content or delete extraneous material to improve flow of the text or to ensure the article fits within the page(s) allotted). Final approval is not required by the author prior to publishing.
- If significant changes are deemed to be necessary, the Editor may request the author to modify the submitted article prior to publishing.
- The title or headline of an article and subhead are intended to catch readers' attention; so, while we welcome your suggestions, the Editor will make the final decision on article titles and subtitles.

### Submitting an article:

- Please submit articles to [lindsey@cphrmb.ca](mailto:lindsey@cphrmb.ca)

### Publication:

- CPHR Manitoba reserves the right not to include all submitted articles; if the editorial team selects your article for publishing, they will contact you by email or phone to let you know that you will be featured in HRmatters.
- Chosen articles will be published in the next issue of the HRmatters magazine. The magazine is mailed to all current CPHR Manitoba members.
  - Spring issue is mailed in May of each year.
  - Fall issue is mailed in September of each year.
- A digital version of the magazine will be emailed to all members.
- The digital versions of all previous issues of HRmatters are posted on the CPHR Manitoba website.
- Articles chosen for print will be posted in the "Latest News" section of the CPHR Manitoba website.
- Articles not chosen for print may be chosen for inclusion in the "Latest News" section of the CPHR Manitoba website based upon the discretion of the Editor.

### CPHR Manitoba Contact Information:

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