



## **HR SASKATCHEWAN WRITER'S GUIDELINES**

## **GUIDELINES FOR ARTICLES SUBMISSION AND SELECTION**

### **Reader Profile**

Our twice-annual magazine, *HR Saskatchewan* has a circulation of almost 1,400 and a pass-along readership of more than 2,500. *HR Saskatchewan* is also available in electronic format

### **Content Objective**

CPHR Saskatchewan's objective is to provide its readership with in-depth cutting-edge information on the human resources profession in a clear, interesting, educating and entertaining format.

## **ARTICLE GUIDELINES**

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### **Article types:**

There are two types of submissions we ask for:

#### **1. Feature Articles**

- Will continue the theme of the issue or address another important and timely industry issue/topic
- Should be between 1,000 – 1,200 words
- Written by CPHR SK members and/or other industry volunteers

#### **2. Standing Departments**

##### **a) From the Editor**

- Written by the Editor of the *HR Saskatchewan* Magazine
- Provides an overview of the magazine and any other relevant information

##### **b) Letters to the Editor**

- Comments/viewpoints about the previous *HR Saskatchewan* edition
- Should be between 100 – 150 words
- Written by CPHR SK members and/or other industry volunteers

##### **c) Tweets**

- Includes top tweets that include the hashtag #CPHRSK

##### **d) Professional Matters**

- Provides an update on the Association's goals and objectives, professional development and the CPHR designation

##### **e) Spotlight**

- Features a Saskatchewan organization for their innovation or technology in HR CPHR SK members and/or other industry volunteers

- f) **Legal Corner**
- Written from a lawyer on a topic of interest to the HR community
  - Should be between 600 – 800 words
- g) **Book Review**
- Review of a recent HR book
  - Should be between 200 – 250 words

These word counts help ensure that CPHR SK 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.

## **STYLE GUIDELINES**

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### **Viewpoints and opinions:**

- Topic should be relevant to CPHR SK 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.
- Style and proper referencing:
  - 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.
  - *HR Saskatchewan* adopts the Canadian Press Style Guide, with a few exceptions, and uses the Canadian Oxford Dictionary for spelling.
  - *HR Saskatchewan* does not use end or footnotes; instead please cite sources within the article. *For example: "Quote" (Author, Year, Page)*

## **EDITORIAL GUIDELINES**

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### **Editorial process:**

- Articles must be submitted to the Editor of *HR Saskatchewan* via the CPHR SK online submission portal.
- Articles are subject to editing for content and grammar by CPHR SK (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.)
- A preference will be given to articles which contain Canadian content.
- 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:

- If you have an article idea and would like to propose it prior to writing the article, please send an email to [info@cphrsk.ca](mailto:info@cphrsk.ca)
- Indicate how this idea applies to HR professionals and how you are going to angle the story. Also, include any credentials you have for writing this story.
- If you don't want to send a proposal, please write the article and submit it to the CPHR SK and the Editor, at [catesashley@gmail.com](mailto:catesashley@gmail.com); and CC: [info@cphrsk.ca](mailto:info@cphrsk.ca)
- CPHR SK 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 *HR Saskatchewan*.
- Published articles are eligible for CPD points the first time the piece is published.

## 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.
- Since a graphic designer will most likely have to recreate this, please provide as much information about the image as possible: how it was created, when it was created, etc.
- 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.
- Photos must be scanned at 300 dots per inch (dpi) or higher, line art at 600 dpi.

### Written article requirements:

- Please provide a brief "Bio Line" up to 30 words 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 & CPHR SK credentials (if applicable)
  - E-mail address, phone number or both for readership contact

## CONTACT INFORMATION

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