

SCCE's Compliance & Ethics Professional Submission Requirements

The magazine written *by* compliance professionals *for* compliance professionals

Compliance & Ethics Professional (CEP) is SCCE's monthly magazine for its members, offering articles that provide its readers with current information they can put to immediate use in their daily jobs. We have a readership of approximately 7,700 members.

Articles should focus on issues related to:

- Compliance programs
- Corporate ethics and culture
- Enforcement actions
- New and updated regulations

Submission Requirements:

- Submissions must *not* be under consideration by any other publication at the time they are submitted to *CEP*.
- A signed copyright transfer form
- A headshot of the author: a high-resolution (**300 ppi**) photo
- **A list of five "takeaways"** (i.e., informative, key points the author would like the reader to understand and remember), in bullet format and complete sentences. **Takeaways should be no longer than 25 words.**
- **A list of five to 10 key words or terms** (including legislation and event references).
- **Note two taxonomy areas** in which the article belongs.
 - **Choose from:** Policies and procedures, compliance officer and compliance committee, education, monitoring and auditing, reporting and investigating, enforcement and discipline, and response and prevention
- Optional: Links to personal social media (blogs, Twitter, LinkedIn, etc.)

Formatting requirements:

- *CEP* uses *The Chicago Manual of Style* as the standard format.
- Submissions should be Microsoft Word documents with very limited formatting.
- Any charts, graphs, and diagrams must be created in PowerPoint, Excel, or other editable vector art (e.g., Adobe Illustrator). Scanned images are not acceptable (inserting an image into these programs does not constitute being created by them).
- Title must be **10 words or less**.
- A general word count of **1,000–2,500 words** (1–6 printed pages); please note that *this is not a limit*, only a guideline.
- Insert short headlines where appropriate (usually, about every 300 words). This helps to visually "break down" the text for readers.
- Author bios should be no more than two sentences.
- Articles must be in English with American spellings, correctly translated.
- Citations should be listed as endnotes (not footnotes); one citation per number.
 - Legal references should be formatted according to *The Bluebook* standards.
 - **Example (a specific section of a federal statute):** Federal Food, Drug, and Cosmetic Act, 21 U.S.C. § 387 (2012).
 - All other references should be formatted according to *Chicago* style.
 - **Example (a magazine article):** Don McCorquodale and Susan Carr, "Anti-bribery/compliance pitfalls at the U.S. state level," *Compliance & Ethics Professional*, August 2018, 29-33.

We do not accept: White papers *or* articles that are platforms for marketing any products or services.

Submission deadlines: Articles are due the 1st of the month, two months prior to issue date. Issues are filled as articles are received.

Articles that do not meet *all requirements* will not be considered for publication. **Articles are accepted on a first-come, first-served basis (i.e., as articles are received).** Space is not saved or guaranteed.

If you have any questions, please contact Margaret Martyr: margaret.martyr@corporatecompliance.org or +1 952-567-6225