**SCCE's CEP (Compliance & Ethics Professional) Magazine Submission Requirements**

The magazine written by compliance professionals for compliance professionals

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**CEP Magazine (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 have not been previously published (includes online, blogs, etc.).
- Submissions must not be under consideration by any other publication at the time they are submitted to CEP.
- A signed copyright transfer agreement 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.**
- 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.
- 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 **1,200–2,500 words** (2–6 printed pages); please note that this is not a limit, only a guideline.
- Insert short section headings where appropriate (usually, about every 300 words). This helps to visually “break down” the text for readers.
- Under the byline, please include the following statement: “[Author name] ([email]) is a [job title] for [organization] in [city, state, country].”
  - Separate author bios (optional) should be no more than two sentences with no “advertorial” content.
- Articles must be in English with American spellings, correctly translated.
- Citations should be listed as endnotes (not footnotes): one citation per number.
  - Comments and asides should be in the main body text. The endnotes list is intended only for citation information.
  - If the same reference must be repeated in the list, please do so minimally.
  - Legal references should be formatted according to *The Bluebook* standards.
    - All other references should be formatted according to *Chicago* style; include author name, title, publication, and publication date.
      - **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, [URL here if accessed online].

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SCCE & HCCA’s publications must maintain a politically neutral perspective since compliance professionals are required to comply with applicable laws and regulations, regardless of how they may view the politics that surround them. Thus, when talking about a specific compliance or ethics issue, please keep the focus on the job-related challenges, potential solutions, and strategies and tactics that contribute to the solutions. Discussions of political views or even political climate will only serve to muddy our intended focus.

- 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.

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