

SCCE's Report on Supply Chain Compliance (RSCC) Author Guidelines

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.
- A signed copyright transfer agreement form
- **A list of two “takeaways”** (i.e., informative, key points the author would like the reader to understand and consider further), 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

- RSCC uses *APA 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 **800-1,200 words**; 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 organize 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 reference 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.
 - **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; 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].

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:** RSCC is a biweekly publication; articles are reviewed on a “rolling basis.” We plan the placement of stories ahead as much as possible, so please reach out to the editor to discuss the story you’d like to write, so we can find a place for it in an upcoming issue.
- 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.
- **Published authors receive** an article link that allows free access for all users and can be posted on any platform. RSCC is an e-newsletter, so we can’t provide a hardcopy of the newsletter in its entirety, but authors have the capability of downloading and printing their article via the provided link.

To learn more about RSCC, please visit: <https://corporatecompliance.org/rsccl>. To view the table of contents of all past issues, please visit: <https://compliancecosmos.org/rsccl>.

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