

SCCE & HCCA *Ethikos* submission requirements

Ethikos explores ethical dilemmas encountered at work, both in practice and in theory. Through these discussions, it aims to (1) enlighten readers on how to effectively assess these ethical issues and (2) underscore the importance and great influence of ethical and unethical actions on organizations as a whole.

Topic areas include:

- Ethical considerations for environmental social and governance (ESG) issues
- Ethical issues related to technology and business (e.g., Artificial intelligence)
- Whistleblowing and retaliation/harassment – how culture can lead to these events
- Ethics program and policy development, training and culture
- Conflicts of interest (nepotism, COI during investigations, etc.)
- Behavioral economics (motivations behind ethical and unethical decisions) and training
- Business ethics theories (e.g., Stakeholder Theory)

Submission requirements:

- Articles cannot be platforms for marketing any products or services.
- The article must *not* be under consideration by another publication at the time it is submitted.
- Submissions have not been previously published (includes online, blogs, etc.).
- A headshot of the author that is high-resolution (300 ppi)
- A signed copyright transfer agreement form
- Optional: Links to personal social media (blogs, Twitter, LinkedIn, etc.)

Content requirements:

- *Ethikos* 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 **12 words or less**.
- **1,200-2,500 words** is the recommended word count range.
- Articles must be **English**, correctly translated, and with American spellings.
- Your current contact information including: job title, organization, city, state, country, and email address
- **A list of two “takeaways”** (i.e., informative, key points that readers should keep in mind) in a bulleted list. **Takeaways should be full sentences and no longer than 30 words.**
- Insert short section headings where appropriate (usually, about every 300 words). This helps to visually “break up” 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 (exclude anecdotal 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.

Articles that do not meet all requirements will not be considered for publication. **Articles are reviewed on a first-come, first-served basis (i.e., as articles are received).** Space in a particular issue is not saved or guaranteed. If an issue fills to capacity, an article will be placed in the following issue.

For questions, please contact: Bill Anholzer, editor, at bill.anholzer@corporatecompliance.org.