

SCCE's CEP Magazine Submission Guidelines

Compliance & Ethics Professional (CEP) Magazine 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 7,000 members.

What issues articles should focus on

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

Submission requirements

- Include the **signed copyright transfer agreement form**.
- Include a **high-resolution (300-ppi) headshot** of the author(s).
- Include a list of **five bullet point takeaways** (i.e., informative, key points you would like the reader to understand and remember). Takeaways should be written in complete sentences and be no longer than 25 words.
- Submissions have not been previously published (e.g., in other magazines, online, blogs).
- Submissions must *not* be under consideration by another publication at the time they are submitted to *CEP*.
- Optional: You may provide links to personal (not corporate) social media (e.g., blogs, Twitter, LinkedIn).

Formatting requirements

- *CEP* uses *The Chicago Manual of Style* as its 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).
- The title must be **10 words or less**.
- Keep articles to a general word count of **1,200–2,500 words** (2–6 printed pages). *This is not a limit*, only a guideline.
- Insert short section headings where appropriate (usually, about every 300 words). This provides a visual break for readers.
- Include a **byline under the title**: By [Author Name]. You can include any relevant certifications or degrees.
- **Under the byline, please include the following statement**: "[Author name] ([email]) is a [job title] for [organization] in [city, state, country]."
- Articles must be in English with American spellings, correctly translated.
- Citations should be listed as endnotes (not footnotes) and only have **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.
 - **Example (a specific section of a federal statute)**: 21 U.S.C. § 387 (2012).
 - **Example (a Federal Register rule)**: Importation of Fruits and Vegetables, 60 Fed. Reg. 50,379, 50,381 (Sept. 29, 1995)
 - All other references should be formatted according to *Chicago* style. Include author name, title, publication, publication date, and URL.
 - **Example (a magazine article)**: Don McCorquodale and Susan Carr, "Anti-bribery/compliance pitfalls at the U.S. state level," *CEP Magazine*, August 2018, 29-33, [URL].

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.

If you have any questions, please contact Bill Anholzer at bill.anholzer@corporatecompliance.org.