



CPHR Alberta magazine is delivered quarterly to roughly 5,000 of CPHR Alberta's members either in print or digital format, a digital version of each issue is available at cphrab.ca/publications

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Contributor Guidelines

- The article must focus on a topic of interest to CPHR Alberta membership, offer best practices, and be submitted exclusively for CPHR Alberta Magazine. We prefer submissions from experts or professionals working in a field of interest to our readers, on topics in which the writer can speak with authority.
- Advertorials are not acceptable, and content must refrain from any type of marketing or sales message.
- Any promotion of products, services or sales pitches will be deleted in the editing process. Refrain from using phrases such as "we do it ..." or other promotional terminology. You must not be derogatory to any of your competitors by name or in reference.
- Your company name must not appear in the text of the article. You will, however, have a byline and short author/company biography along with your company name and contact information at the end of the article.
- CPHR Alberta is a provincial organization; content should be relevant to those in this region.
- The article must be submitted electronically as a Microsoft Word document (not a PDF). At the top of the story, please include your byline, as you would like it to appear, and a suggested headline and subhead (headlines and subheads may be revised at the editor's discretion).
- Article length should be between 1,000 – 1,500 words
- Use active voice as much as possible and do not write in the first person. Avoid using jargon. Use the same tone/language that people would use in conversation.
- Quotes from CPHR Alberta members add value to articles. Callouts and sidebars make good additions to any story.
- Referencing style: MLA with endnotes

Contributor Checklist

- Author name and any designations you want included to be sent with article
- 3-5 sentence bio for byline

Acceptance Criteria

- Articles are consistent with CPHR Alberta/member interests
- Articles cover the issue theme substantively and present new information or add a new slant to existing practices
- All articles must be correct and accurate when submitted. In submitting the article, you verify that you have thoroughly fact-checked the content. **Plagiarized materials will not be accepted, and submission of plagiarized works will disqualify the submitter from future publication in CPHR Alberta Magazine.**

Review Process

- The article must be approved by CPHR Alberta. All articles undergo a review process, and there is no guarantee that a submission will be published.
- All articles accepted for a publication are subject to editing for style, clarity and space considerations.
- Accompanying images are welcome but are not guaranteed to be included. Digital photos and illustrations such as charts and logos should be in EPS, TIFF or high-resolution JPG format. Photos should be at least 300dpi at the actual size they will be printed. Materials will be returned if requested. **Photo credits/permission must be provided.**
- Submissions that coordinate with the editorial calendar and issue themes are given first consideration.

Editorial Calendar and Deadlines:

Spring 2020: Mental Health in the Workplace	Summer 2020: VISION 2020 (CPHR Alberta Conference) + Education and Development	Fall 2020: Workforce Planning and Talent Management	Winter 2020: HR Law
Submission Deadline: January 8	Submission Deadline: March 25	Submission Deadline: June 12	Submission Deadline: September 7