

Writer's Guidelines for *The Higher Education Workplace Magazine*

The Higher Education Workplace is CUPA-HR's members-only publication for all things higher ed workforce-related. Here you'll find articles, resources and briefs to help you meet your day-to-day and long-term strategic challenges. *The Higher Education Workplace* is published three times a year — January, May and September.

We welcome and encourage article submissions from CUPA-HR members. If your institution, HR department or team is doing something innovative or unique in any area, what better way to showcase your success than to share your story with 17,000+ higher ed HR professionals! Or if you have content ideas or would like to see a specific topic addressed in the magazine but would rather leave the writing to us, that's fine, too! Send your article submissions or story ideas to communications@cupahr.org.

Submission Deadlines*:

Winter Issue (published in January) – October 1

Spring Issue (published in May) – February 18

Fall Issue (published in September) – June 1

**If you plan to submit an article, please send an e-mail to communications@cupahr.org a few weeks prior to the copy deadline stating the subject of your article and providing a general article synopsis. Deadlines are subject to change, so please inquire prior to submitting content.*

General Guidelines:

- Articles should be well-researched, up-to-date and well-written.
- Articles should have a magazine feel and not a scholarly journal feel. Citations, footnotes and references are strongly discouraged.
- Articles should contain sidebars and graphics when warranted.
- Articles should have creative titles and strong lead-ins to draw the reader in.
- Use concrete examples, either real or hypothetical, to bring your article to life.
- Articles should provide new information, ideas, advice, resources or concepts.
- Articles should be relevant to the field of higher education human resources.
- *The Higher Education Workplace* editors reserve the right to edit all articles for style, clarity, length and content. We may also request that authors make specific revisions or additions to articles when necessary.

Features:

Each issue of *The Higher Education Workplace* contains at least four feature articles. Feature articles run between 2,000 and 3,000 words. Feature articles typically showcase a successful HR practice at a specific institution, provide general knowledge on a particular HR-related topic or offer how-to advice.

Departments:

Content is accepted for four departments: Fresh Ideas, Wellness Works, Inclusion Cultivates Excellence and Movers and Shakers. Relevant photo submissions are encouraged along with content submissions for these departments. Word count for all departments except Movers and Shakers is 800-1,200 words.

Fresh Ideas is where new and innovative practices are showcased, specifically those engineered and implemented by human resources.

Wellness Works highlights an institution's efforts (specifically those led by HR) to create a healthier campus community. Of particular interest are programs and services that have significantly reduced healthcare costs for employees and the institution.

Inclusion Cultivates Excellence showcases an institution's efforts to incorporate inclusive and equitable practices in its workplace policies and to establish a culture that welcomes, learns from and celebrates differences among people.

Movers and Shakers lists the accomplishments of CUPA-HR members, including promotions, awards, career moves, retirements, etc. (but we won't know unless you tell us, so send us your announcements!).

Notification:

Receipt of all content submissions will be acknowledged within five business days. Your article will then be reviewed for relevance, timeliness and fit with the magazine. You will be contacted via e-mail regarding whether or not your article was accepted for publication.

Compensation:

As a nonprofit association, CUPA-HR does not compensate authors for their published articles. CUPA-HR will provide to the author five complimentary copies of the issue in which the author's article appears. Additional copies can be purchased at a cost of \$5 each.

Additional Questions:

Send an e-mail to communications@cupahr.org.