

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

*The Higher Education Workplace* is CUPA-HR's 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.

**Issues of *The Higher Education Workplace* are often themed. To learn more about the theme for an upcoming issue, send an e-mail to [communications@cupahr.org](mailto:communications@cupahr.org).** We sometimes have a need for general HR-related articles, as well. If you'd like to submit a general article, e-mail the article (1,500-3,000 words) as a Microsoft Word document to [communications@cupahr.org](mailto:communications@cupahr.org). We are always looking for CUPA-HR members to feature in our departments, so if your institution, HR department or team is doing something innovative or unique in any area, let us know about it! Also, if you have content ideas or would like to see a specific topic addressed in the magazine, send your suggestions to the aforementioned e-mail address.

### **Submission deadlines are as follows\*:**

Winter Issue (published in January) – October 15

Spring Issue (published in May) – March 15

Fall Issue (published in September) – June 15

*\*If you plan to submit an article, please send an e-mail to [communications@cupahr.org](mailto: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 three to four feature articles on that particular issue's theme. 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 seven departments: Fresh Ideas, Giving Back, Wellness Works, Green Campus, Inclusion Cultivates Excellence, Community College Corner 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 600-1,200 words.

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

**Giving Back** highlights an institution's commitment to supporting and enhancing its local community through community service projects and initiatives.

**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.

**Green Campus** showcases an institution's commitment to sustainability and highlights successful, campus-wide "green" initiatives.

**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.

**Community College Corner** offers practical advice and best practices geared specifically toward two-year institutions.

**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 apiece.

**Additional Questions:**

Send an e-mail to [communications@cupahr.org](mailto:communications@cupahr.org).