NSCP *Currents* Submission Guidelines

For Compliance, by Compliance

In sum, articles are received and processed by NSCP Staff and then forwarded to the Publication Committee for review and consideration. A member of the NSCP Staff or the Publication Committee will contact each contributor to acknowledge submission receipt and provide the Publication Committee's feedback, including editorial comments and additional information.

Accepted submissions may be placed in a **NSCP *Currents*** edition of the Publication Committee's choice and the contributor will be notified of the anticipated publication date. Following publication, the contributor will be provided with a copy of the article along with reprint instructions.

The Submission Guidelines have been established to ensure an effective and objective editorial process. However, in order to ensure the highest-quality publication, NSCP Staff and the Publication Committee reserve all rights, including but not limited to editorial revisions, postpone inclusion or exclusion of an article from an issue and publishing multiple articles on the same or related topic.

Any questions, comments or concerns should be submitted to the NSCP Staff and Publication Committee through email.

1. **Deadlines**

Articles must be received by 4pm ET on the last Friday of the month to be considered at the next Publication Committee meeting. Generally, the Publication Committee meets the third Tuesday of each month.

Editorial comments and revisions must be addressed by the contributor and returned to NSCP Staff within two (2) business days of receipt.

Authors will be provided with a production draft of their article the week prior to its publication date. Within 24 hours, authors must submit any edits they have to the Publications Committee. If edits are not provided within 24 hours, the Publications Committee will consider the article final as provided.

2. **Topic, Content and Takeaways**

Articles should discuss timely topics, new or ongoing regulations and/or industry issues. For current topics under consideration, please contact the NSCP Staff and Publication Committee through email.

Articles should seek to add to the body of knowledge on previously explored subjects, and potential authors are encouraged to explore the *Currents* archives in the NSCP's Resource Library to find examples of what has been previously explored by the publication

Articles should make compelling arguments for a particular issue or thought, facilitate the interchange of relevant compliance information, and include best practices and/or takeaways that members can use in day-to-day job functions.

Articles must properly cite reference information and/or sources using footnotes, endnotes or hyperlinks. Articles may be screened with a plagiarism review tool. Plagiarism will not be tolerated.

3. **Length**

Articles should preferably be between 1,800 – 3,600 words in length. Longer articles, including white papers, research studies, and surveys, may be summarized with a hyperlink to the supporting document.

Series submissions (i.e. multiple articles of a directly, related nature) may also be considered by the Publication Committee. An outline or description of the other articles in the series must be sent along with the first article submission to enable the Publication Committee to consider the series, including nature, length and future placement, in totality.

4. Submission Method and Format

Articles must be submitted through the [NSCP Currents Contributor Portal](#) in Word (.doc or .docx) or Rich Text Format (.rtf). Previously published articles submitted without the Word or Rich Text Format document will not be considered until such file is received.

If a graph, chart, diagram or picture is created in a program other than Word, please send the file in the original format. Such chart, graph, diagram or picture must be in at least 300 dpi (resolution) and convertible to either an Encapsulated PostScript (EPS) or Joint Photographic Experts Group (JPEG) format. If the chart, graph or diagram is copied from another source, the source must accompany the article.

5. Author Credits

Each author will be credited for a contribution using the following standard format:

[Author's First and Last Name] is the/a [job title] with [firm name] (hyperlink to firm's website). [He/She] can be reached at [email address].

The contributor is responsible for providing this information for each author at the end of the article submission.

6. Disclaimers

If the author or author's firm requires a disclaimer, such disclaimer should be included at the end of the article submission.

7. Reprints

If a submission is a reprint of a previously published article, documentation of reprint permission must accompany the article. Reprints submitted without the permission will not be considered until such is received.

8. Marketing and Advertisements

Marketing of products and services within an article is generally prohibited; however, resource materials may be labeled "Courtesy of [Firm Name]" but may not contain a marketing solicitation.

9. Reprint Permission

Authors are permitted to publish a reprint of their article on their websites one week after the publication date

and republish in other publications after one month from the publication date in **NSCP Currents.** Publication in another publication will be permitted with the prior written approval of NSCP. Please contact the NSCP Staff through email for additional information and to seek such permission.

May 2022