

WHAT OUR WRITERS NEED TO KNOW

From J. Lenora Bresler, HR Florida Journal Editor

Jlenora.bresler@hrflorida.org or editor@hrflorida.org

Thank you for your interest in writing for the HR Florida Journal. While we cannot promise publication, we are always happy to receive potential articles. Here are the answers to frequently asked questions.

Do you pay for articles?

No. It is important writers understand that they are NOT paid for their articles. We appreciate that you are willing to share your expertise and experience with the more than 12,000 HR professionals that make up HR Florida and we hope that your affiliation with us helps you in many ways. A couple weeks after the publication of an issue in which an article appears, the editor will mail two or three complementary copies to the writer. By submitting an article for possible publication, the writer is granting HR Florida the right to publish the article in the HR Florida Journal. The editor may make changes to the submitted article including but not limited to correction of misspellings and grammar errors, rewording, clarification, and condensing.

NOTE: We do not publish articles for which another publication has a copyright. By submitting their article for publication, writers are representing to HR Florida that they are the sole owners of their articles and are, therefore, in a legal position to grant HR Florida the right to publish it. Should another organization obtain a copyright on a submitted article after it has been submitted to HR Florida, it is incumbent upon the writer to notify HR Florida immediately.

Are there other avenues for publication with HR Florida?

Yes. If your article is not selected for publication in the HR Florida Journal, it may be an appropriate candidate for publishing on the HR Mouth of the South blog published by HR Florida on an on-going basis. The editor of the Journal may approach you about this possibility or you may indicate on your submission that you would be willing to have your article appear as a blog either instead of or in addition to being featured in the HR Journal.

Do you have themes for specific issues?

Although we occasionally may designate a certain issue to have a theme and then solicit for that theme, usually a theme arises naturally from articles we select. We would rather have well-written, timely, well-researched articles of top-rate quality than a mixture of uneven articles that merely have a common theme. Therefore, if you feel you have a topic that would be interesting and helpful, please send it.

What kind of articles do you want and how long should they be?

Please remember that we are limited in space. If your article is not selected or is delayed to a later issue, do not take that as a criticism of your article. We publish our 32-page magazine three times a year, and when you consider advertisement space and internal information we need to distribute to our HR members, it leaves a limited amount of room for articles. As you consider what you wish to send us, it may help you to remember these general guidelines about each issue:

We publish 3-4 **“feature articles.”** These should be of general interest to most HR practitioners. They usually run 1000-1500 words; 2000 is considered an extremely long feature. While we do not require that everything be footnoted, these articles are meant to be of sound research, professional caliber, and backed up with

metrics and/or reference to acknowledged, credible sources. Personal opinions should be kept to a minimum. Please remember that the feature, advice, and legal update articles are NOT intended to be advertisements.

We also publish 4-5 “**advice articles.**” These are shorter (500-1000 words) articles that address a specific HR topic, need, challenge, or concern.

If you are an attorney who has spoken at an HR Florida Council meeting or conference, you may wish to submit a “**legal update.**” Legal updates may fit in either the “feature article” category or the “advice articles” category depending on the breadth of the legal issues you are addressing.

In what format should I write?

Please send articles in WORD. Keep things simple with as little formatting as possible. It may help to remember that both the editor and the publisher use a pc, not a mac.

What other than my article do I send?

Please send a **high resolution** photo of yourself and a brief (2-3 sentence bio). Both will accompany your article. Also please send the physical address to which you wish your complimentary issues mailed should your article be published.

Do I need to provide image ideas?

Although it is certainly not necessary, if you wish to suggest a suitable image to accompany your article, be aware that we currently use www.stock.adobe.com. If you peruse that database and provide us with the number of the image you are suggesting might be a good complement to your article, feel free. Do NOT purchase the image; however, but merely provide the number of the image you are suggesting. HR Florida Council will actually choose all images that go into its publications.

What are the submission deadlines for upcoming issues?

Summer edition deadline is April 30, 2017

Publication date is June 30, 2016

Fall edition deadline is September 20, 2017

Publication date is November 20, 2016

Please realize that we push our submission dates as late as we can to ensure we receive timely articles. Therefore, there is not much time between the submission deadline and the date the editor must have the issue to the printer for first proof. Because of this short turn-around, it is essential you meet the submission deadlines. Thank you for your understanding.

Will I be informed if my article is chosen for publication?

Yes. It is the intention of the editor to send a congratulatory e-mail alerting you that your article was chosen and when the issue in which your article will appear will be published. You will NOT necessarily receive any notification that your article was NOT selected. Please do not hesitate to contact the editor if you have further questions.