

## Compliance Today Magazine Article Guidelines

**Compliance Today (CT)** is a monthly magazine published by the Health Care Compliance Association (HCCA) for its members. *CT* provides healthcare compliance related articles, written by and for HCCA members as well as by other healthcare compliance professionals.

Our purpose is to provide our readers/members with current healthcare compliance-related information that they may put into immediate use in their daily work. To this end, we ask authors, when the topic permits, to *include action steps and compliance tips within submitted articles.*

### Caution:

- We do not accept white papers for publication in **Compliance Today**.
- An article cannot be a platform for marketing any products or services.
- An article submission must be received with the understanding that it is *not* under consideration by any other publication and has not been viewed by the public.

We have a readership of more than 12,000+ HCCA members and distribute approximately another 1,000 at trade shows, conferences, etc.

Below is a listing of deadlines:

Jan 15 '19	July 15 '19
Feb 15 '19	Aug 15 '19
Mar 15 '19	Sept. 16 '19
April 15 '19	Nov. 15 '19
May 15 '19	Dec. 16 '19
June 14 '19	

### Submission requirements:

Compliance Today article word count is between 1,600-3,200 words (4 to 8 printed pages in the magazine). Articles that exceed 3,600 words may be returned to the author. Articles that do not meet all requirements will not be considered for publication.

- Submissions must not be under consideration by any other publication at the time they are submitted to *CT*.
- A signed copyright transfer form by each author and completed author contact forms.
- A headshot of the author: a high-resolution (300 ppi) color photo - **Note:** Photos used on websites are low resolution and are not acceptable for print purposes.
- A list of five "takeaways" (i.e., informative, key points the author would like the reader to understand and remember), in bullet format and complete sentences. Takeaways should be no longer than 25 words.
- A list of five to 10 key words or terms (including legislation and event references).
- Note two taxonomy areas in which the article belongs.
  - o Choose from: Policies and procedures, compliance officer and compliance committee, education, monitoring and auditing, reporting and investigating, enforcement and discipline, federal regulation and state regulation, and response and prevention
- The number of authors are limited to three.
- Optional: Links to personal social media (blogs, Twitter, LinkedIn, etc.)

**Formatting requirements:**

- *CT* uses *The Chicago Manual of Style* as the standard format.
- Submissions should be Microsoft Word documents with very limited formatting.
- Any charts, graphs, and diagrams must be created in PowerPoint, Excel, or other editable vector art (e.g., Adobe Illustrator). Scanned images are not acceptable (inserting an image into these programs does not constitute being created by them).
- Title must be **10 words or less**.
- A word count of **1,600–3,200 words** (4–8 printed pages); Articles that exceed 3,600 words will be returned to the author.
- Insert short sub-headlines where appropriate (usually, after 3 paragraphs) This helps to visually “break down” the text for readers..
- Citations should be listed as endnotes (not footnotes); one citation per number.
  - Legal references should be formatted according to *The Bluebook* standards.
    - **Example (a specific section of a federal statute):** Federal Food, Drug, and Cosmetic Act, 21 U.S.C. § 387 (2012).
  - All other references should be formatted according to *Chicago* style.
    - **Example (a magazine article):** JoNel Aleccia and Melissa Bailey: “No One is Coming’: Hospice Patients Abandoned At Death’s Door” *Kaiser Health News*; October 26, 2017. Available at <https://khn.org/news/no-one-is-coming-hospice-patients-abandoned-at-deaths-door/>

Articles that do not meet all requirements will not be considered for publication. Articles are accepted on a first-come, first-served basis (i.e., as articles are received). Space is not saved or guaranteed.

If you have any questions contact Margaret Dragon, Editor, ***Compliance Today*** at: [margaret.dragon@corporatecompliance.org](mailto:margaret.dragon@corporatecompliance.org) or by telephone at 952-405-7937.

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