



Submission Guidelines

Editorial submissions from current and future CAPAPA members are welcome. We make no apologies that editorial submissions (meeting the guidelines) from CAPAPA Members receive priority.

Submission Length.

The Winston Report prints articles of all lengths; however, it's best to write only as much as necessary to cover your subject. Feature articles are generally between 1,000 and 1,500 words (or more, but only if the topic really requires greater detail). Guest columns should be 1,200 to 1,800 words. News items for Darwin Moments, Did You Know, and announcements should average between 50 and 100 words.

Before submitting items for consideration, authors should review manuscripts for clarity, conciseness, grammar, and typographical accuracy. Each author is responsible for all statements made in their submission.

Editorial Content.

Editorial submissions MUST BE informative or newsworthy and share your unique expertise or perspective. Practice tips, strategies, techniques, case studies, analysis, opinions and commentary are all welcome.

All articles need to relate and be of interest to readers, especially current and future CAPAPA members in law, law enforcement, education, health care, government and private industry across Canada.

All Editorial submissions must be accompanied by photos/images. All images, photos, charts, tables, graphs and other artwork submitted must NOT be embedded or pasted into articles.

Editorial submissions MUST BE end with a footnote that gives the author's name, title, business name, business mailing address, telephone number, website contact, and email address for reader feedback. e.g.

Author: Robert Cuddy
Title: Solutions Architect
Business Name: PSSG
Business Mailing Address: 10816 Macleod Trail
Calgary AB T2J 5N8
Phone: 403.254.4376
Website: www.projectscope.com
Email: info@projectscope.com

Editorial submissions MUST BE accompanied by a short biography (one paragraph) that includes the author's current job title(s) and affiliations, educational background

Editorial space in The Winston Report is run at no charge. Articles that are or appear to be press releases, advertisements, sales letters, promotional copy or excessive self-promotion or hype or otherwise biased are not acceptable. Business, service, or product promotion is available by booking paid advertorial space.

Article Submission.

Submit articles in Word document format by email to NationalChair@CAPAPA.org. Do not paste images or photos into the article. All images, photos, charts, tables, graphs and other artwork are to be sent as attachments to email in JPEG, TIFF or EPS format (minimum 300 dpi resolution).

Review and Acceptance.

CAPAPA editors will review all submissions (including unsolicited submissions) for timeliness and appropriateness. Submissions that are accepted for publication will be copy-edited for clarity and adherence to The Winston Report's editorial style. Manuscript submission implies author agreement with this policy.

Authors generally receive an edited proof version for final review and approval prior to publication.

Originality and Copyright.

Editorial submissions are accepted on the basis that the publisher may use the author's name, comments and submission content for The Winston Report and for promotional purposes including electronic, media and printed mediums.

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