



## Author Guidelines

Please submit articles electronically to:

**Christine Hanlon**, Managing Editor, Kelman & Associates | 204.985.9711 | [christine@kelman.ca](mailto:christine@kelman.ca)

**Word count:** Article length should be 700-1,400 words (excluding graphics and tables). Under special circumstances, articles and Peer Review articles of up to 3,000 words may be considered.

**Content:** The Editorial Board and the publisher ultimately determine all content for publication. They reserve the right to reject any submission and to edit all submissions for length and content (including the removal of inappropriate or inaccurate information).

**Article summary:** Submissions must be accompanied by a one paragraph summary not exceeding 100 words.

**Author's biography:** Authors will be identified by name in the byline, and a short (one or two-sentence) biography will be included at the end of the article indicating title, company or academic institution, credentials and professional affiliation as relevant to the subject of the article. Please submit this information with your article, also including an email address for reader correspondence.

**Authors' responsibilities:** Authors are responsible for the accuracy of all information, references and attributions contained in any submissions. Authors making submissions for publication in *Plan Canada* must attach a completed [Waiver Form for Authors](#). You must acknowledge your understanding of *Plan Canada's* [Official Language Policy](#) when making a submission.

**Sending Text Files:** All text should be submitted as either a MAC or PC-compatible document. With the exception of suggested bold and italic formatting, do not apply complex formatting (columns, inserts, text boxes, headers etc.). Do not embed photos, tables, etc. in the article text; images should be sent as separate file attachments. Please name your file using the convention:

**AuthorLastName\_ShortTitle\_Type\_Date.doc (or .docx).** Finally, be sure to include your name and contact information within the file itself, as it may become separated from the details of your submission.

**Images:** Authors are asked to submit images to accompany their articles, and to obtain clearances of copyright involving photos, graphics, tables, etc.; without confirmation of such permission, the image cannot be published. Confirmation of clearances and permissions must be submitted with the respective images. Photos and graphics should be submitted in TIFF, JPEG or EPS formats at a minimum resolution of 300 DPI in their largest possible sizes. Images taken from websites will not be accepted.

**Peer Review:** Should you request it, CIP will appoint appropriate referees (typically, two academic and one practitioner) to undertake the review process, which typically takes two months. All submissions will be returned to authors along with comments and advice for revisions, if necessary. *Plan Canada* will identify refereed articles in the article lead or page header.