

hrmonthly

Contributor's guidelines

The magazine

hrmonthly is Australia's leading magazine for HR professionals.

As the flagship publication of the Australian Human Resources Institute (AHRI)—the world's third largest HR organisation—the magazine helps HR professionals make an effective contribution to their organisation.

The magazine is dedicated to presenting world's best practice in HR management, stimulating debate about current and controversial subjects as well as providing practical solutions to workplace issues.

Through its presentation of the latest news and analysis of key HR issues and by encouraging innovative and strategic thinking, *hrmonthly* is recognised as essential reading for today's people managers.

Our readers

HR professionals in private and public sector organisations, academics and university students, and general managers throughout the Australian and international business world read *hrmonthly*.

The magazine is provided to all professional and student members of AHRI and is also available by subscription.

hrmonthly is published 11 times a year by Hardie Grant Magazines. The magazine comes out at the beginning of each month (excluding January.) Its print-run is approx. 13,500.

The magazine's content

Each issue of *hrmonthly* includes news and analysis as well as in-depth features and case studies on current HR issues. Special features each month ensure that complex issues—and any theory as well as practice—are thoroughly covered.

Our regular features include career development, recruitment, technology, equal employment opportunity, health and safety, performance management, learning and development, legal action, legislation and the public sector. Each month we profile a leading HR/business person. Product news and releases may be included in brief.

hrmonthly welcomes your contribution

hrmonthly welcomes editorial contributions. Articles on any HR subject are welcome at any time and should be submitted via email. Relevant diagrams, photographs or suggestions for photograph opportunities are also welcome.

Contributors should ensure rights are cleared for the publication of the text and illustrations in *hrmonthly* and on the AHRI website.

Intending authors can review recent issues of the magazine to determine the type of material sought and the way in which it is presented. Copies can be requested.

In particular, intending authors should note the following:



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hrmonthly is not an academic journal. Footnotes and references are not usually published. Acknowledgements, where necessary, should be complete and contained within the text of the article in the following way: "According to Freda Citizen (*The Art of HR*, Melbourne, 1999) or ("Speaking out", *MMagazine*, April 1999) or ("An HR tale," www.knowledgeworkers.com.au, 10 July 2001)." Include in the article a description or title of the person quoted.

Articles should be written in magazine/journalism style – not academic essay style. That is, avoid the structure where you work towards making the main point at the end, in a summary or conclusion. Begin with the 'conclusion'; with what the story is about – its news angle, as far as it has one – then bring in the necessary details and background. Even if you begin with an approach more creative than a straightforward statement, address the main thrust of the story from the start.

Where relevant, recommendations for further reading may be included.

hrmonthly is not a promotional magazine. *hrmonthly* does not publish promotional articles about products or consultancies. While it is reasonable to submit an article that may refer to a generic product or a case study based on work done by a consultancy, for example, the articles must present this information in an unbiased and informative way.

The style of writing should be clear, concise and direct. Use as little jargon and industry-speak as possible because it will only have to be translated and made more interesting for the general reader, or cut.

Do not use a lot of big words. They are rarely necessary (Never use a big word when a diminutive one will do the job).

Keep sub-headings and bullet points to a minimum, and preferably don't use them at all.

hrmonthly is about well-written, quality information in a magazine style. It is not a textbook, academic journal or teaching aid.

Avoid repetition.

While there is no set word length to articles, one-page articles are about 700 words long, and multi-page spreads are usually from 1,200 to 2,500 words.

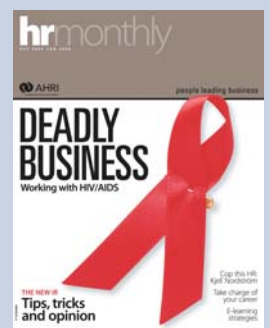
The magazine runs a mix of one-page and multi-page spreads with the main criteria being the quality of writing and relevance/interest to the audience. This means that an extremely long piece—however well written—is likely to be significantly cut or omitted. Poorly written pieces are likely to be rejected.

Remember that *hrmonthly's* audience is made up of professionals. Ensure your information and quotations are accurate, and that all permissions and rights have been acquired for publication.

All articles are edited

It is magazine policy that all submissions to *hrmonthly* are edited and, if necessary, rewritten for space, clarity, legal or other reasons.

Authors will have the opportunity to see their edited article before it is published.



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Deadlines

The deadline for submission of articles is two months before publication date. For example, the deadline for the December issue is the first week of October. Note that the deadline for the combined January/February issue is mid November.

Intending authors can contact the magazine's Assistant Editor Virginia Millen on (03) 8520 6444 or by e-mail at hrmonthly@hardiegrant.com.au about deadlines.

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Checklist - How to send in your article

- Articles should be emailed to hrmonthly@hardiegrant.com.au in Word format. Please do not send pdfs.
- Include a summary of up to 30 words at the top of your article.
- Do not include any logos, headers, footers, or other formatting such as 2 or more columns.
- Text must be supplied in Times Roman 11pt.
- Check the spelling using the English (Australian) language option.
- All captioned graphics and photographs should be placed at the end of the document, with their correct position marked in brackets within the text of the article.
- Include your details at the end of the article. We usually publish the author's name, workplace/company and email or telephone contact details.
- Provide a list of names and addresses of people interviewed for the story (as well as your own) if you would like them to receive a complimentary copy of the magazine when the article is published.

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