



HRVoice.org

EDITORIAL GUIDELINES

HRVoice Background

HRVoice.org is published bi-weekly by the British Columbia Human Resources Management Association. Created in June 2005, the e-newsletter is the online, dynamic voice of the association.

The purpose of HRVoice.org is to strategically cover themes and issues that are relevant to our HR community and announce association happenings. HRVoice.org aims to encourage thoughtful consideration of HR issues and ideas from a provincial and national perspective, to provide information about current HR trends and research, and to stimulate dialogue and discussion about HR.

HRVoice.org features a mix of educational and informational pieces, including articles about BC HRMA events, workshops and conferences, position postings and anything else of general interest to our membership. Subject matter covers the whole range of the Human Resources profession, including the seven core competencies of the CHRP designation:

- Professional Practice in Human Resources
- Organizational Effectiveness
- Staffing
- Employee and Labour Relations
- Total Compensation
- Organizational Learning, Development and Training
- Workplace Health and Safety

Audience:

The main audience of HRVoice.org is BC HRMA members (more than 4,500) and association affiliates (3,000). HRVoice.org readers, which include HR practitioners, CEOs, consultants, educators, students and small-business owners, have a strong interest in HR management, issues and practices. The majority of readers live and work in the province of British Columbia.

Articles

Before submitting an article proposal to HRVoice.org, contributors should become familiar with the e-newsletter by reading one or more of the recent issues. All issues, including archives, are available online at www.hrvoice.org.

Content:

HRVoice.org publishes a lead article and about eight sub-articles in each issue. Lead articles are a maximum of 800 words while sub-articles run between 600 – 800 words.

While HRVoice.org appreciates content submission on all areas of HR, stories on the following topics are especially welcome:

- Attract and Retain
- Strategic HR
- Technology
- Training and Development
- Work Life Balance
- Professional Practices

All submissions are reviewed by the communications specialist and may be edited or rejected if content or quality is unsuitable. The same policy applies for all visual content. The communications specialist reserves the right to edit all submissions for grammar, style and extraneous material.

Advertisement-like writing for any product, service or business will be treated as advertisements at the discretion of the communications specialist.

Style:

HRVoice.org refers to the Canadian Press Style Guide and uses the Canadian Oxford Dictionary for spelling.

The ideal HRVoice.org article is practical and informative. The e-newsletter is looking for:

- Strong leads (relevant, topical, human interest or controversy)
- Crisp, clear and precise prose – Keep sentences short
- Accuracy
- No technical language or jargon
- The active rather than the passive voice
- Present tense when applicable
- Do not inject opinion. Avoid the use of “I”.

Images:

Photos and other graphic images must be a minimum 72 dpi and submitted in jpg or gif format. All images should be emailed as attachments to hrvoice@bchrma.org.

Consent:

Authors are required to submit a signed publication agreement which states the material is original and/or authorization from the original author has been obtained.

All photos must be accompanied by a [consent form](#) from the copyright owner. The author must also obtain a [consent form](#) from the individual to whom the photograph applies.

Payment:

HRVoice.org offers no remuneration for articles.

Reprint:

Other publications wishing to reprint an article from HRVoice.org must make the request in writing to hrvoice@bchrma.org.

If reprint is agreed upon, the words “Originally published in the BC Human Resources Management Association’s HRVoice.org. Reprinted with permission. www.hrvoice.org www.bchrma.org” must appear on the opening page of the article.

Reprint permission does not include the artwork, photography or advertisements that appeared in the e-newsletter. As such, PDF copies of articles are not provided.

Departments

HRVoice.org also accept submissions for the following regular features:

- Poll question
- Member profile
- Member News
- Community Event Listings

Contact

Please direct any questions about HRVoice.org to the attention of:

Erin Breden
communications specialist
BC HRMA
604.694.6930 or 800.665.1961 ext115
ebreden@bchrma.org