

FRAUD

M A G A Z I N E

Contributors' Guidelines

Publisher

Association of Certified Fraud Examiners

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Purpose

Fraud Magazine is a 76-page, four-color magazine published six times per year by the Association of Certified Fraud Examiners (ACFE) as a service to its members and others interested in the deterrence and detection of fraud and white-collar crime. Articles published in *Fraud Magazine* cover a variety of topics related to white-collar crime including forensic accounting; fraud examination techniques; white-collar crime statutes, legislation, and regulatory issues; computer and management information systems abuse; and industry-specific concerns such as insurance, health-care, and financial institution fraud.

Audience

Articles published in *Fraud Magazine* are directed at a wide range of professionals globally who have an interest in white-collar crime including fraud examiners, internal auditors, forensic accountants, loss prevention professionals, investigators, law enforcement officials, financial officers, and academicians. Most readers are Certified Fraud Examiners, who have been granted the professional designation by the Association of Certified Fraud Examiners, and Associate Members of the ACFE.

Queries

The editors encourage contributors to submit completed articles. However, query letters, outlines, or summaries will be accepted for consideration.

Style

Material for *Fraud Magazine* should be written in a clear, straightforward style. Though some papers by academicians are accepted, *Fraud Magazine* is not an academic journal; scholarly formats and styles should be avoided. **Readers want articles and columns containing practical principles they can apply immediately in their positions and careers.**

Because the ACFE is a growing global entity, the best material will be of interest to readers worldwide and will provide insights and fraud examination techniques that those readers can apply. **Contributors should focus on a specific type of fraud and the techniques used to prevent, detect, or investigate it.** Country-specific statutes, references, abbreviations, and jargon should be avoided where possible by replacing them with globally understandable terms. When

use of such terms is unavoidable, they should be explained to assist readers unfamiliar with those terms.

Contributors should use short sentences and paragraphs, similar to magazine and newspaper styles. **Articles should lead off with an interesting case example of the fraud discussed.** The remainder of the text will include ways the fraud was investigated and resolved, lessons learned, transferable principles for all fraud examiners, and other short case histories.

Other elements will include anecdotes, current facts and figures, and sound approaches to solving problems in the detection and deterrence of white-collar crime. Major points should be supported and adequately analyzed.

Materials rejected by *Fraud Magazine* reviewers are often:

- Overly broad
- Inappropriate in tone
- Written for the wrong audience
- Too short
- Inadequately supported or researched
- “U.S.-centric”
- Dealing with topics, approaches, or techniques that are elementary to experienced fraud examiners
- Promotional sales pieces
- Concentrating on just one case history or “war story” without supplying applicable fraud examination techniques

Commercialism

Submitted articles should not be linked to proprietary products or procedures unless the article is an excerpt from a book. Specific commercial services, products, or organizations should not be written about unless they are necessary to the article, such as a review of fraud examination software or a publication.

Articles shouldn't promote the author's firm or product (they aren't advertising sales pieces) but should contain practical, transferable concepts backed up with case histories.

Article Preparation

When submitting a draft article that has been approved for publication, the contributor(s) should provide a full name, academic or professional title, academic degrees, professional credentials, complete address (including e-mail), and telephone and fax numbers.

Feature articles are normally about 2,000 to 3,000. However, shorter items, ranging from a couple of paragraphs to 1,200 words, may also be accepted for use in combination with other such pieces, particularly if they communicate insightful tips and techniques that fraud examiners can use.

Please double space between lines and have only one character space between sentences. Please set all articles in 12-point type.

Footnotes should be used sparingly, designated numerically in the text, and be placed on a separate page at the end of the manuscript. Footnotes should follow this format:

Books

Full name(s) of contributor(s), title of book, publisher, city of publisher, year published, page(s) of reference.

Articles

Full name(s) of contributor(s), title of article, title of periodical, issue date, volume and number, page(s) of article.

Contributors should suggest titles for their articles. In most cases, the editors will re-word titles to fit style and space constraints.

Be sure to check with your supervisor to see if your contribution needs to be reviewed by your entity's management. Disclaimers are allowed in articles.

Graphics

Computer-generated tables, charts, and graphs should be used where possible to help emphasize and clarify points in the article, and to provide graphic interest. Artwork need not be camera-ready. The information in exhibits should be kept as simple and readable as possible.

Tables, charts, and graphs should be cited in the text. Contributors should refer to them as exhibits and number them consecutively. The exhibit should include a brief title as well. For example, "Exhibit 1: ABC Co. Statement of Income."

Submission Format

Contributors should e-mail contributions as attachments to fraudmagazine@ACFE.com. They should also submit résumés or curriculum vitae with their draft articles.

Review Process

Contributors should allow approximately eight to 16 weeks for the review process. The editors and members of a peer board review many manuscripts submitted to *Fraud Magazine*. Reviewers consider each manuscript on the basis of technical accuracy, usefulness to readers, and timeliness.

If reviewers believe additional clarification or information is needed before the material can be evaluated, an editor will ask the contributor(s) to make changes before reviewers make a final decision.

If the editors accept a draft article, editors will notify the contributor(s) by letter, telephone, or e-mail. The editors and contributor(s) then will work closely on preparing the material for publication. The editors will send a final version of the article to the contributor(s) before the art director designs the magazine issue. Authors have final review.

Author Compensation

Fraud Magazine generally does not pay contributors for providing material. Contributors receive five complimentary copies of the issue in which their articles appear.

Author Reprints

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However, authors wishing to reprint articles for use as promotional pieces or for other for-profit purposes must contact the *Fraud Magazine* Reprint Service at www.fraud-magazine.com/reprint-request.aspx.

Publication Scheduling

Fraud Magazine operates on a two- to four-month lead schedule. That is, the staff begins planning an issue approximately four months before the publication date. When combined with the time needed for editing and review, six or more months might elapse from the time material is received until it is published.

Other factors affecting the publication date are the existing backlog of manuscripts already accepted, the subject matter of the material (an article on a similar topic may have appeared recently), or an issue's theme.

Copyright

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Contributor Agreement

Title of Article:

Contributor(s):

Publication: *Fraud Magazine*


The Association of Certified Fraud Examiners, Inc. (hereinafter "ACFE"), 716 West Avenue, Austin, TX 78701, USA, publisher *Fraud Magazine*, and the undersigned

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hereby agree as follows:

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- (b) The contributor(s) specifically warrants that they have obtained permission and copyright releases for materials quoted, adapted, or otherwise included in the article.
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- (g) In the event the above article is not published by ACFE or is withdrawn by the contributor(s) before publication, this agreement becomes null and void.

**ASSOCIATION OF CERTIFIED
FRAUD EXAMINERS, INC**

CONTRIBUTOR

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Title: Director of Marketing & Events

Name:
Title:

Date

Date