

## Contributors' Guidelines

### Publisher

Association of Certified Fraud Examiners  
The Gregor Building · 716 West Avenue  
Austin, TX 78701-2727 USA

Tel: (800) 245-3321 (U.S. and Canada)

Tel.: +1 (512) 478-9070 (other)

[www.fraud-magazine.com](http://www.fraud-magazine.com)

[www.ACFE.com](http://www.ACFE.com)

[fraudmagazine@ACFE.com](mailto:fraudmagazine@ACFE.com)

### Purpose

*Fraud Magazine* is a 72-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 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.

### CFE credential

We prefer our authors to be Certified Fraud Examiners, but they don't necessarily need to hold the credential.

### Queries

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

### Style

Write in a clear, straightforward style. Though we accept some academicians' papers, *Fraud Magazine* is not an academic journal; avoid scholarly formats and styles.

**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. **A contributor should focus on a specific type of fraud and the techniques used to prevent, detect or investigate it.**

Avoid country-specific statutes, references, abbreviations and jargon by replacing them with globally understandable terms.

Use short sentences and paragraphs. **Begin articles and columns with interesting case examples.** The remainder of the text will include ways you investigated and resolved the fraud, lessons learned, transferable principles for all fraud examiners and other short case histories.

Other elements include anecdotes, current facts and figures and sound approaches to solving problems in the detection and deterrence of white-collar crime. Support and analyze major points.

Materials we reject 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.
- Contain principles or techniques that the ACFE doesn’t endorse.

### **Commercialism**

**Don’t write about specific commercial services, products or organizations unless they’re necessary to the article, such as a review of fraud examination software or a publication.**

Don’t promote your firm or its products. The articles and columns aren’t advertising sales pieces.

### **Article preparation**

When submitting a draft article that has been approved for publication, provide a full name(s), academic or professional title(s), academic degrees, professional credentials, complete address(es) including email and telephone numbers.

Word count for feature articles is 2,500 and 1,500 for columns.

Please double space between lines and have only one character space between sentences.

Please set all articles in 12-point type.

We prefer that you *not* use footnotes or list references, if possible. Instead, we ask that you embed all sources within the copy and include URL addresses to link back to those sources.

Suggest headlines for your articles and columns. In most cases, the editors will re-word heads to fit style and space constraints.

**Check with your supervisor to see if your contribution needs to be reviewed by your entity’s management.** Disclaimers are allowed in articles.

### **Graphics**

If applicable, use computer-generated tables, charts and graphs to help emphasize and clarify points in your article or column and to provide graphic interest. Artwork need not be camera-ready. Keep information in exhibits simple and readable. Cite tables, charts and graphs in the text.

### **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 the ACFE Editorial Advisory Committee 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 you to make changes before reviewers make a final decision.

If the editors accept a draft article, editors will notify you by email. The editors will work closely with you to prepare the material for publication. The editors will send a final version of the article to you for review before the art director designs the magazine issue.

## **Author compensation**

*Fraud Magazine* generally doesn't pay you for providing material. However, you'll receive five complimentary copies of the issue in which their articles and columns appear.

## **Author reprints**

You may make reprints at no charge for **nonprofit and/or educational purposes only**. They must place the following copyright permission line on the first page of every copy:

*Reprinted with permission from the xxxxx/xxxxx 20XX issue of Fraud Magazine, a publication of the Association of Certified Fraud Examiners in Austin, Texas ©20XX.*

**However, authors wishing to reprint articles to use as promotional pieces or for other for-profit purposes must contact the *Fraud Magazine* Reprint Service at [www.Fraud-Magazine.com](http://www.Fraud-Magazine.com).**

## **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's published.

Other factors that affect 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**

Each author owns and retains the copyright for an article or column and the material contained therein. However, if the author wishes to republish or permit any third party to republish the actual column within one year after publication in *Fraud Magazine* we ask that the author first obtain written permission from the ACFE ([fraudmagazine@ACFE.com](mailto:fraudmagazine@ACFE.com)) and properly credit the ACFE and *Fraud Magazine* as detailed in the Contributor Agreement below.

**CONTRIBUTOR AGREEMENT**

**Working 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, xxxxxxxxxxxxxxxx, [hereinafter "contributor(s)"], of xxxxxxxxxxxxxxxx hereby agree as follows:

(a) The contributor(s) specifically warrants to ACFE that the above-named article is an original work created by the contributor(s), contributor(s) has the right to enter into this Agreement and owns and can convey any rights granted to ACFE, the article does not infringe on the rights of others, including copyrights, and that all source material has been attributed.

(b) The contributor(s) specifically warrants that he/she has obtained permission and copyright releases for materials quoted, adapted, or otherwise included in the article.

(c) The contributor(s) shall own and retain the copyright in the article, provided, however, that the contributor(s) grants to ACFE for the full term of copyright and all extensions thereof a limited, non-exclusive, non-transferable, royalty-free, perpetual, worldwide right and license to print, publish, republish and distribute the article, in any edition of *Fraud Magazine* as selected by the editors and to print, publish, republish and distribute the article, either in whole or in part, in any other ACFE publication, including promotional pieces, and to distribute copies of the article to the public by sale or other transfer of ownership. The publishing and reprint rights granted herein include all forms of media, including, but not limited to, print, electronic databases, social media and Internet/Web site distribution.

(d) The contributor(s) warrants that the article has not been and will not be printed or distributed by any other publisher prior to its publication in *Fraud Magazine*. Either the contributor(s) or the ACFE may withdraw the article if it becomes outdated before publication.

(e) The contributor(s) agrees to not publish or permit any third party to publish the article or any portion thereof for one (1) year after publication in *Fraud Magazine* without first obtaining permission from the ACFE and properly crediting the ACFE and *Fraud Magazine*. The Author may, however, draw on and refer to material contained in the article in preparing other articles for publication in scholarly and professional journals and papers for delivery at professional meetings, provided that credit is given to "*Fraud Magazine* (month/year), a publication of the Association of Certified Fraud Examiners, Austin, TX, © 20XX" as the source of first publication.

(f) The contributor(s) and ACFE agree that the only consideration for the rights granted to ACFE is the publication of the article by ACFE in *Fraud Magazine*. The contributor(s) and ACFE agree that all expenses involved in production, publication, and promotion of the article (e.g., e-mail, fax, express delivery, phone, research, etc.) will be borne by the party incurring the expense.

(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**

By: 

By: \_\_\_\_\_

Name: Kevin Taparuskas  
Title: Communications Director

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date