FRAUD MAGAZINE®

A PUBLICATION OF THE ASSOCIATION OF CERTIFIED FRAUD EXAMINERS

Contributors' Guidelines

Publisher

Association of Certified Fraud Examiners

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Purpose

Fraud Magazine is a membership benefit of the Association of Certified Fraud Examiners (ACFE) published six times throughout the year and focused on the deterrence and detection of white-collar crime. Articles published on *Fraud-Magazine.com* 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. More than 100,000 ACFE members worldwide have access to the magazine.

Audience

Articles published on the *Fraud Magazine* website are directed at a variety of professionals globally who are interested 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 (CFE), who've been granted the credential by the ACFE, and Associate Members of the ACFE.

CFE credential

We prefer that authors are CFEs. Non-CFEs who wish to publish in the magazine will be decided on a case-by-case basis and determined by the authors' professional background and subject-matter expertise. A non-CFE may invite a CFE of their choosing as a co-author on an article.

Queries

We ask that authors submit completed manuscripts; however, we will accept proposals, outlines and query letters. Editors may request more detailed information from an author who submits a proposal.

Style

Write in a clear, straightforward style akin to what you'd see in a news publication. Though we accept some academicians' papers, *Fraud Magazine* isn't an academic journal, and our editors will revise accepted pieces to fit the preferred journalistic tone of the magazine.

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

Other style points:

- 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.
- Written with artificial intelligence (AI) unless for accessibility or translation purposes.
- Pieces that have already been published.

Commercialism

Don't write about specific commercial services, products or organizations unless 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 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.

- Minimum 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, please embed all sources within the copy and include URL addresses to link back to those sources.
- You may suggest headlines for your articles and columns; however, in most cases, the editors will reword headlines 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 doesn't need to be camera ready.

Keep information in exhibits simple and readable. Cite tables, charts and graphs in the text. Our Design team will reproduce tables, charts and graphs for publication.

Submission format

Contributors should email contributions as Word document attachments to **fraudmagazine@ACFE.com**. They should also submit résumés or curriculum vitae with their draft articles.

Review Process

Contributors should expect a minimum of one month for editors to review a submission upon receipt. We have an in-house team of reviewers as well as a peer-review Editorial Advisory Committee (EAC) made up of CFEs with various backgrounds and subject-matter expertise. The

editors and members of the EAC review many manuscripts submitted to *Fraud Magazine*. Reviewers consider manuscripts on 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. 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 publication.

Author compensation

The ACFE provides continuing professional education (CPE) credits to CFEs who publish in the magazine. CFEs may earn up to 10 CPE for publishing in the magazine, depending on the length of the article and amount of time they spend working on the article. Please keep a detailed description of your article to claim CPE credit.

Republishing and sharing articles

Authors are welcome to share their articles on social media platforms like LinkedIn. We ask that authors wait to share their articles until we go live with an issue. New issues publish on the first day of the month, every other month (i.e., Jan. 1; March 1; etc.).

Please note that we do not republish articles. See the Copyright section below for more information.

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*, authors must first obtain written permission from the ACFE (fraudmagazine@ACFE.com) and properly credit the ACFE and *Fraud Magazine* as detailed in the Contributor Agreement.

***Fraud Magazine* does not publish pieces that have been published in other publications**. We ask that submissions are original works and that authors inform the editor in chief if a submission is being considered for another publication so that we can make a timely decision.

Artificial Intelligence (AI) policy

Articles written for *Fraud Magazine* must be original content, and we ask that authors not submit pieces written solely with AI, such as ChatGPT or another platform. Exceptions for use include

accessibility for authors with disabilities or for those who need language translation. If an author uses AI for accessibility, translation, grammar/spelling, graphics generation (i.e., charts, tables) or research, they must alert editorial to it with their manuscript submission. Articles written with AI that lack prior notification will be rejected.