

Editorial Policy

The Calgary Compact Vision

The Calgary Compact brings together socially-responsible individuals, organizations and businesses from a diverse interest-base in order to foster dialogue, increase understanding and generate cooperation towards a more sustainable livelihood. We will accomplish this by actively networking, effectively sharing information and coordinating collaboration.

We are a non-profit initiative, completely volunteer-driven, and socially and environmentally conscious in our activities.

The main goals of The Calgary Compact are:

1. To strengthen a community of socially-responsible businesses and organizations.
 - a. Encourage business to adopt the ten UNGC principles.
 - b. Catalyze actions in support of broader UN goals such as the Millennium Development Goals.
2. To encourage sustainable behaviour and practices driven by consumers and community participation.
3. To connect citizens with opportunities to support and advance a socially-responsible society.

The CC is a local network inspired by the [United Nations Global Compact \(UNGC\)](#). As a local network, we promote the ten universally accepted principles put forth by the UNGC in the areas of human rights, labour, the environment and anti-corruption. We work with local businesses and organizations that wish to align their operations and strategies with these principles.

Topic Categories

In keeping with the vision of the Calgary Compact, submissions should focus on:

- Topical interests like Human Rights, Labour, Environment, and Anti-Corruption
- Local Social Responsibility/Sustainability news
- CSR/Sustainability in a broader context with a tie to Calgary. (Localize the topic).
- Examples of best practice
- Profile of a local business (a benchmarking or success story)
- Local Sustainability Champion

Writers should submit a short (200 word) article proposal to the Editorial Committee. If a proposal is accepted, it is expected that the manuscript will be submitted within the two-week submission period outlined in this document. Any exceptions should be discussed with the Editorial Committee.

The Calgary Compact will accept the following categories of work:

- Issues, challenges, successes, goals, and strategies pertaining to CSR/Sustainable Development
- Opinion pieces
- Scholarly articles (original research based – report results and implications of recently conducted research)

- Field notes of incomplete research with broad commentary on CSR/Sustainable Development
- Literature reviews (books, reports, films, etc)

Submissions must not be a press release, sales advertisement, promotional copy, or blatant self-promotion.

General Submission Information

Article Proposals:

A short abstract (200 words) with your story idea must be submitted to the Editorial Committee for approval. Once an article idea is approved, full manuscripts must be submitted within a two-week period from the date of approval.

Please include your resume/CV with all Article Proposal Submissions.

Manuscripts:

Please submit manuscripts via email as an attached Word (.doc) document.

Submissions should be accompanied by:

- Author's full name
- Email Address/phone number

Manuscripts are published at the Calgary Compact's discretion. The Editorial Committee will review all contributions and accept, return to the author for revision, or reject the article. We will endeavor to review all manuscripts within two weeks of submission and work with the author collaboratively to develop an acceptable manuscript. All submissions accepted for publication by the Calgary Compact will be acknowledged in writing to the original author (via e-mail) prior to publication.

Evaluation Criteria

The overarching goal of the Editorial Committee is to produce high quality content consistent with the Calgary Compact Vision.

The content of all manuscripts submitted are evaluated based on the following criteria:

1. Is the article interesting and reflect originality and creativity?
2. Is the article about a local CSR/S issue or event or made relevant to a local audience?
3. Is the article of particular timeliness or newsworthiness?
4. Is the content appropriate to the audience?
5. Does the author have a distinctive voice?
6. Does the information presented reflect minimal bias?
7. How well does the writing communicate the content to the reader?
8. Is the style clear, lively, and informative?
9. Is it grammatically correct?
10. Are the headlines compelling to the reader?
11. Is the content easily read and quick to digest?

Calgary Compact strives to make informed judgments about the accuracy and relevance of manuscripts under consideration for publication. We rely on qualified volunteers to assist us in the

review process, make editorial decisions, and provide feedback to authors. Our expectation is that this process will work smoothly. However, if an author should feel that the review process was implemented incorrectly, the author should first submit their concerns in a letter to the Board of Directors. All complaints will be reviewed and addresses with both the author and the editor to create a fair solution.

Style Guidelines

Please adhere to the following Style Guidelines for manuscript submissions:

- Font: Arial
- Font Size: 11
- Length: 600 – 1000 words
- Include a title and sub-headings if necessary
- Write in the third person
- Spell out acronyms or abbreviations the first time you use them
- Calgary Compact adheres to the Canadian Press Stylebook for citations and references. Please visit http://www.thecanadianpress.com/products_and_services.aspx?id=86 for more information.

Editing

The Editorial Committee edits as little as possible in an attempt to retain the authors' perspective. The Editorial Committee does edit for the following:

- Format: To be consistent with the Calgary Compact website formats
- Length: In general, submissions are limited to 3 pages. Paragraphs should be limited to 3-4 sentences; sentences should be short to medium length. Long-winded drafts are edited for length.
- Clarity: Please use clear concise language. Authors may be asked to expand on points that may be confusing or require explanation.
- Spelling and Grammar: Will be checked using the Microsoft Word Spell Check feature. Drafts that undergo more than minimal change (e. g., format and spelling) are sent to their authors for review before posting.
- Lists: Either bulleted or numbered is acceptable.

Fact Checking/Verification

Writers submitting content to the Calgary Compact are accountable in the first instance for their own accuracy. All submissions are subject to a fact checking review by the Calgary Compact Editorial Committee. The Calgary Compact has the right to refuse a submission if the content cannot be verified or if the validity of information or source is in question.

To assist in this process, please accompany all manuscripts with source documents or website links, and contact information including full names and email addresses for everyone quoted or cited in the article. Please identify sources fully including their credentials, titles, or reasons they are qualified to comment, and provide full reference for any publication used as a source. All research materials used should be identified (include date and name of publication).



Images and Artwork

All submitted images and artwork will be credited to and remain the property of their individual creators. All submissions must be reviewed by the Editorial Committee before they are published on the Calgary Compact website. All images and artwork should be your own. If you are posting content of a third party, please obtain authorization from copyright holder, and apply appropriate credits to your post (E.g. Image Title and Copyright Holder's Name).

Impartiality and Diversity of Opinion

The Calgary Compact will endeavor to be fair and open-minded, and reflect all significant strands of opinion by exploring all perspectives and points of view. We strive to be objective in our evaluation and selection of content submissions. The Calgary Compact will never promote a particular view on controversial matters of public policy, political, religious or industrial controversy.

Expenses

Calgary Compact will not reimburse authors for any expenses related to the research or writing of articles for the website.

Rights and Copyright

Unless otherwise agreed, all contributions submitted to the Calgary Compact must be original, unpublished work, not submitted for publication elsewhere. Submission of a manuscript for publication by the Calgary Compact signifies the author's agreement to assign copyright or grant a license to the Calgary Compact.

Upon requests for reprints of articles that appear on the Calgary Compact website, we will make contact with the original author.

Contact Information

Please submit via email to:
Kristi Peters Snider
Editorial Committee
kristi@calgarycompact.ca