

## ***FSA Times* Writers' Guidelines**

*FSA Times* articles address the unique information needs of internal auditors, audit managers, and chief audit executives in the financial services industry. Authors are usually practicing internal auditors, but not always. Human resources professionals, organizational development professionals, risk managers, academics, consultants, senior management, and others are welcome to submit articles for *FSA Times*.

Manuscripts submitted to *FSA Times* should have a global focus, if possible, as many readers are from regions outside the United States. Authors need not worry about their writing ability; the publication's review committee and editor are available to help focus the article and develop its content.

### **SUBJECT MATTER**

One basic criterion for any good manuscript is whether or not the author has something of value to say: Does the manuscript provide information others might need or value? The best catalyst for a good article is likely to come from one's own audit experiences. Individuals who have developed innovative techniques for a back-of-the-house audit or insight on detecting and preventing fraud in poker tournaments, for example, have information others want and will avidly read. Successful writers put themselves in the position of readers and think about what the readers want to know about the topic, not just what they want to say about it.

*FSA Times* prefers practical, "how to" articles that provide information readers can apply to their own work. Articles falling under this category include case studies that describe actual procedures or methodologies used at a particular organization or discussions of audit challenges that offer solutions, using actual or hypothetical examples. Articles that are theoretical in nature or are based on academic research should include practical applications. Manuscripts based on studies or surveys, for example, should draw conclusions from the research, analyze the impact on the profession, and offer insight or advice that will be useful to readers.

### **FORMAT AND STYLE**

Because writing an article requires a considerable investment of time and energy, potential writers may want to review recent issues of *FSA Times* to get an idea of the types of material generally published, as well as the overall editorial tone and article construction. Authors also are invited to e-mail or call the editor to discuss a particular topic or find out whether another article on the topic has been published recently.

To facilitate the writing process and develop the structure of the article, authors are encouraged to submit an outline of their ideas. This allows the editor to help authors develop the article's concepts and ensure

that all relevant points are covered before the author actually begins the writing process or invests significant time in writing a full manuscript.

When composing an article draft, authors should begin with a clear, concise introduction that explains what the article is about and why the reader would be interested in it. The rest of the article should then address the points covered in the introduction and remain as focused as possible. Articles should be broken into separate sections with subheads so that readers can more easily digest the presented information.

Authors should strive to write using plain language. If technical terms or jargon must be included, they should be accompanied by brief explanations. Essential references need to be woven into the text (i.e., do not use footnotes or endnotes). Slang or idiomatic language also should be avoided, in light of *FSA Times'* global audience.

### **SUBMITTING AN ARTICLE**

*FSA Times* articles are usually 1,200–1,500 words. Articles should be submitted by e-mail in Microsoft Word format. All submissions should be sent to the editor, Shannon Steffee at [shannon.steffee@theiia.org](mailto:shannon.steffee@theiia.org). Please include the author's name, address, telephone number, and e-mail address. Authors also should supply a brief biography to accompany the article, which can include the author's current company, title, certifications, and relevant employment history.

### **REVIEW PROCESS**

The review process for manuscripts submitted to *FSA Times* generally takes about four to six weeks. As soon as the manuscript is received, an acknowledgement is sent to the author. The editor will review and edit the article, beginning the review process. The edited draft will be sent to two reviewers — one for content and one for further editing of style, punctuation, and grammar.

The editor may suggest changes that are minor or fairly extensive. The author is sent a copy of the edited manuscript so that any questions can be answered and inaccuracies can be corrected before publication. Dialogue between the editor and author is part of the final editorial process.

Although accepted articles are filed according to their date of acceptance, they may not always be published in precise chronological order. In general, articles typically appear within three months of acceptance.