

The Winston Report

The journal of information access, privacy protection and data governance in Canada

Submission Guidelines

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What You Need to Know

Established in 2007, *The Winston Report* is the foremost quarterly journal of access, privacy and data governance in Canada, giving its readers the finest resources, writing, and practical guidance relevant to their careers, their organizations and public policy.

Whether you're an established writer or photographer, or just starting out, and have a story idea that will explore practice issues, laws, trends or technology in a way that is relevant to our readers, we want to hear from you.

Editorial Content

The Winston Report supports the objectives of the Privacy and Access Council of Canada (pacc-ccap.ca), a national, independent, nonprofit member funded association whose mission is to advance and promote awareness of Access to Information, Protection of Privacy, and Information Governance issues.

Editorial submissions MUST be informative or newsworthy and share unique expertise or perspectives. Practice tips, strategies, techniques, case studies, analysis, opinions and commentary are all welcome. All articles need to relate and be of interest to readers, especially current and future PACC members across Canada in private sector and public sector organizations including law, law enforcement, education, health care, human resources, governance and compliance.

The best way to send us your contributions is to email us at twr_at_AMINAcorp_dot_ca. Be sure to include your full contact information and note if the article is time-sensitive.

Submit articles, photos, analyses, letters to the editor, and other written material in Word document format by email to twr_at_AMINAcorp_dot_ca.

Do not paste images or photos into the articles or other written material. All images, photos, charts, tables, graphs and other artwork must NOT be embedded or pasted into articles. Send them as attachments to email in JPEG, TIFF or EPS format (minimum 300 dpi resolution).

Editorial submissions MUST end with a footnote that gives the author's name, title, business name, business mailing address, telephone number, website contact, and email address for reader feedback.

Editorial submissions MUST BE accompanied by a short biography (one paragraph) that includes the author's current job title(s) and affiliations, educational background, and contact information.

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Submission Length

The Winston Report prints articles of all lengths; but it's best to write only as much as necessary to cover your subject.

Before submitting items for consideration, authors should review manuscripts for clarity, conciseness, grammar, and typographical accuracy. Each author is responsible for all statements made in their submission.



- ▶ **Feature Articles** are generally between 1,500 and 2,500 words, including sidebars. On occasion feature articles are longer, but only if the topic genuinely requires greater detail.
- ▶ **Recent Decisions.** Analysis of recent decisions from Canada and abroad that affect Canadian organizations and individuals. Maximum 500 words.
- ▶ **Upcoming Events** include privacy, access and compliance conferences, workshops and seminars. Submit your news, event details, photos and event accreditation requests to twr_at_AMINAcorp_dot_ca.
- ▶ **Legislative Changes** include discussion and analysis of legislative changes from jurisdictions across the country and beyond. Maximum 500 words.
- ▶ **Important Reading** provides critical reviews of new and informative books and resources relevant to privacy and access compliance and practices. Maximum 250 words.
- ▶ **Letters and Comments** in response to articles are welcome. You may comment on particular features, the magazine as a whole or suggest subject matter by writing to editor_at_AMINAcorp_dot_ca. Letters under 400 words are preferred and may be edited for length and clarity.

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Originality and Copyright

Editorial submissions are accepted on the basis that the publisher may use the author's name, comments and submission content for *The Winston Report* and for promotional purposes including electronic, media and printed mediums.

By submitting your material you grant the publisher, its affiliates, partners and licensees worldwide use of the material without time limitation, and the right to include your name and city/province in connection with any such use. We may modify, reproduce and distribute your material in any medium and in any manner or appropriate place, including magazines, promotional merchandise, and marketing and other related materials.

Unaltered excerpts from *The Winston Report* may be used in print, electronic, online or other publications; however, the following credit MUST be included: (c) AMINAcorp.ca. Contact AMINA at www.aminacorp.ca

Timing

The Winston Report is published quarterly. We work 3-6 months in advance so plan feature queries and submissions accordingly.

Contributions may be submitted at any time, year-round.

The editors will generally decide on your submission within four to six weeks. If you do not receive a decision within four weeks, please send a follow-up query.

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Review and Acceptance

PACC editors will review all submissions (including unsolicited submissions) for timeliness and appropriateness.

Submissions that are accepted for publication will be copy-edited for clarity and adherence to *The Winston Report's* editorial style. All submissions are subject to editing.

We reserve the right to refuse publication of any piece if the article does not meet our needs and/or standards.

Manuscript submission implies author agreement with this policy.

Authors generally receive an edited proof version for final review and approval prior to publication.

Fees

Editorial space in *The Winston Report* is run at no charge. We do not charge a fee to review submission contributions.

Articles that are or appear to be press releases, advertisements, advertorials, sales letters, promotional copy or excessive self-promotion or hype or otherwise biased are not acceptable. Business, service, or product promotion is available by booking paid advertising or advertorial space.

If you have any questions or concerns that are not addressed within these guidelines, please contact our editor, Sharon Polsky, at editor_at_AMINAcorp_dot_ca.