

## Career Matters - authors' guidelines

*Career Matters* is the membership magazine of the Career Development Institute.

Members are predominantly practising career development professionals from a diverse range of working contexts across the UK, and overseas. They include careers advisers, coaches, career teachers and career leaders, trainers, talent managers, researchers and retired practitioners with an interest in the sector. Our members work with young people and adults of all ages. Our practising members are eager for news and information which will help in their professional development and practice, especially as many are self-employed. They are like case studies and statistics to back up an article, but these must be referenced.

### Word Count - main features:

**One-page article:** up to 550 words

**Two-page article:** up to 1100 words

**If you are including case studies and references, these must be part of the word count.**

### Name and job title

Write one line with your name and job title in italics at the end of the article. . You may include a website and email address and if there is room, and these will be included. If you are a Registered Career Development Professional, please put RCDP straight after your name.

If you are writing an article we would like a **head and shoulders photo** of yourself as per photo guidelines below.

### Style

The style is educational and chatty but not too academic. We prefer short paragraphs with headings and/or bullet points. Items may be boxed for emphasis but the final layout will rest with our designer.

### Format

Submit your article in Arial font size 11, with headings and subheadings in bold. Save as a rich text file (rft). **Do not use footnotes**, we ask that you list references at the end of your article or refer to them as you write. Please do not **embed** photos or diagrams into articles but send them as **separate high resolution files**. Please indicate in red where you would like them to appear in the article. If you want to include a box please indicate on the text.

**Justifications** - text and headings to the left margin

### Weblinks

Do not include shortened URLs. As we are a printed magazine, we require the full URL so please do not embed links as we cannot use them. Underline all weblinks and email addresses.

### Saving your article

When you submit your article, please save with the title of your article, name of author together with the edition of *Careers Matters*, for example: Interview techniques Mary Smith June 2019 Careers Matters.

## References

Please use this style, example below:

Reid, H. (2016) *Introduction to career counselling and coaching*. London: Sage. If you reference a weblink, please underline and mention the date accessed.

## Copyright

The copyright remains with the author but if the article is reproduced, please acknowledge that it first appeared in *Career Matters* and the date of the issue.

## Photographs and illustrations

You may provide photographs and other illustrations to support your article. We cannot guarantee to use all of them.

- For 550 word articles up to two photos to include a head and shoulders photo of the author
- For 1100 words up to four photos to include a head and shoulders photo of the author

Please send as separate files. They must be high resolution jpegs- you can check the resolution by looking at the size of the photo 500k or more. Do not embed charts, photos or diagrams in the copy but send as separate files.

## Deadline

Submit your article by the deadline specified, by email to [thealisondixon@live.co.uk](mailto:thealisondixon@live.co.uk) and [editor@thecdi.net](mailto:editor@thecdi.net)

## CDI editorial board

Acceptance of all articles is subject to approval by the CDI editorial board.

We reserve the right to copy edit if necessary for clarity, consistency, length and grammatical accuracy. Please note that we do not pay for articles but are happy to send you a pdf of your article and a printed copy of the magazine.

**Alison Dixon**

Editor *Career Matters* [editor@thecdi.net](mailto:editor@thecdi.net)