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, career coaches; careers leaders in England and careers teachers in Wales; trainers, talent managers, researchers and retired practitioners with an interest in the sector. Career development is a lifelong activity and 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 like case studies and statistics to back up an article, but these must be appropriately referenced.

Word Count
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 total 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, these will be included. If you are a Registered Career Development Professional, add RCDP after your name. **We do not have room for detailed biographies.**

All articles must be supplied with a high-res **head and shoulders photo** of yourself/author 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.

Please note that in most cases, there is no need to capitalise the first letters of job titles. The exception to this is when a job title naturally occurs at the start of a sentence, or when it comes directly in front of a person's name and there is no comma separating them. E.g.:

> **Chief Executive Dave Morgan** will be interviewing for the position.

> The **graphic designer**, Andy Southon, is very good at his job.

Title and subtitle
Please suggest a title and then a subtitle for example:

Mind the Gap
Dave Cordle writes on bridging the chasm between careers education and success

Format
Submit your article in Arial font size 11, with headings and subheadings in bold. Save as a rich text file (rtf).

Do not use footnotes, we ask that you list references at the end of your article or refer to them as you write.

Do not embed photos or diagrams into articles but send them as **separate high-resolution files**.
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.

References
We ask that authors adopt the Harvard referencing style. Example references can be found below:

Book:

Reid, H. (2016). *Introduction to Career Counselling and Coaching*. London: Sage.

Journal article:

Hughes, J. (1995). Where did the cycle begin? Origins of action planning and their influence on practice. *British Journal of Guidance and Counselling,* 23 (3): 347-360.

Web-based article or source:

Redekopp, D. and Huston, M. (2020). *Strengthening Mental Health Through Effective Career Development: A Practitioner's Guide*. https://ceric.ca/publications/strengthening-mental-health-through-effective-career-development-a-practitioners-guide/ (accessed 29 April 2024).

List all references at the end of the article, listed alphabetically by surname and in date order. If referring to them in the text then put (Reid, H. 2016).

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.
All websites to be in brackets if they are part of the main body of text.
Emails do not need to be in brackets.
Do not underline weblinks or email addresses.

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

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. All articles should be original and **not published elsewhere** which includes online publication such as a blog or website.

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.

Send as separate files. They must be high resolution jpgs - you can check the resolution by looking at the size of the photo (500KB or more).
Do not embed charts, photos or diagrams in the copy but send as separate files as the software we use means that the designer cannot see them.

The final layout of the article rests with the editor and designer although you may make suggestions.

Deadline

Submit your article by the deadline specified, by email to editor@thecdi.net
We cannot promise that your article will be in a specific issue as sometimes we have to move articles due to the space available.

CDI editorial board

Acceptance of all articles is subject to approval by the CDI editorial board. We may come back with suggestions and queries from them.

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.

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