Editorial Guidelines for Contributors

The STEP Journal includes news, features, opinions and events in each issue.

Contributions
We welcome original contributions from members and other qualified experts. Authors wishing to write an article must provide a synopsis outlining the topic for consideration by the Editorial Board. If a proposal is accepted for publication, the final article must be original, not published elsewhere or in any other citable form and written from a third-person point of view.

As a general rule, articles, columns and opinion pieces for STEP Journal must be written by experts in their fields and are subject to approval by the STEP Journal Editorial Board. They are judged according to their perceived relevance to STEP members, readability and technical accuracy. Articles discussing a jurisdiction-specific development should be authored by or co-authored with a practitioner qualified in that jurisdiction.

Article length
Articles should be either 600-750 words (one page) or 1,300-1,400 words (two pages). Article length should be agreed with the Managing Editor prior to submission. References should not number more than ten for longer articles and should not be used to make substantive points.

Editing
STEP reserves the right to amend articles to comply with our House Style and Editorial Guidelines. Articles are edited for meaning, tone, house style, grammar, readability and so on. Only substantive edits and amends where the meaning may have been changed are queried with the author. If you require a proof prior to publication, this must be requested in advance.

Style and tone
Contributors should write in the third person, where applicable, and speak to the wider readership. An article about accounting in Switzerland should not assume all readers are Swiss accountants, for example. The words ‘here’, ‘local’ and ‘domestic’ can cause confusion and should be used with care.

Content
Promotional material is not accepted in editorial space. The only mention of an author’s organisation will be in the byline at the end, unless for some reason (possibly for a case study or interview) it is necessary to include some information in the article itself. We do not include website URLs or contact details for authors either in print or online.
We will not feature content that we consider inflammatory, offensive or a legal risk to STEP. STEP’s decision as to what constitutes inflammatory, offensive or a legal risk is final. Examples of inflammatory or offensive content include (but are not limited to) content that:

- may be perceived to encourage illegality;
- encourages an aggressive or abusive approach to tax, legal or regulatory issues;
- makes light of legal, regulatory or tax compliance obligations; or
- contains negative statements, either directly or implied, regarding specific firms or individuals.

We will not feature content that contradicts/conflicts with any of the Society’s Rules or Regulations; that may bring STEP’s reputation into disrepute, or could be perceived as conflicting with our Codes of Professional Conduct (Code of Professional Conduct, Professional Conduct in Relation to Taxation, STEP Code for Will Preparation in England and Wales).

Content should be free from political bias, and contributors should be sensitive to the fact that STEP’s readership is international what may be considered apolitical in one jurisdiction may be highly political in another.

As a result of the lead times between editorial submission and publication, extra care is taken to mitigate any risk associated with regard to time-sensitive material.

**Copyright**

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**Legal**

Contributors must check the veracity of their article and/or quotes/comments thoroughly to ensure articles are free from any material inaccuracies, false statements, potentially defamatory comments, or any other content that may give rise to a legal claim in the United Kingdom or elsewhere. In the event of any doubt, the relevant content must be removed immediately.

STEP will only publish an article in good faith on the understanding that the author has undertaken the necessary steps to ensure the content meets the criteria outlined above, has valid sources to support stated facts, and takes full responsibility for the content.
Submission guidelines

Six issues of the *STEP Journal* are published annually. The lead time for each issue runs 6-8 weeks in advance. All article proposals should include author information and answer the following three key points (90 words max), which will also be used in longer articles:

- What is the issue for STEP members?
- What does it mean for STEP members?
- What can I take away?

To ensure a smooth production process, articles must be submitted in a word.doc format and include the following:

- A headshot of the author(s), ideally minimum 600KB or larger.
- The author(s) byline detailing job title and by whom they are employed. E.g., Jane Smith is an Editor at STEP.
- A 20-word (max.) summary of the article. E.g., Jane Smith looks at how Canadian practitioners should respond to the rise in challenges to testamentary disposition.
- Please note: any references and graphics included in a submission will reduce the available word count.

Contacts

A full editorial style guide, including details on grammar, conventions, disclaimers and referencing is available on request. Please contact editor@step.org or visit www.step.org/journal-contribute