



Association of  
Career **Professionals**  
INTERNATIONAL

*The World's Voice on Career Issues*

## ***Career Voice International ("CVI")***

The official newsletter of the  
Association of Career Professionals International (ACP International)

### **Submission Guidelines**

All **members** are encouraged to contribute to *Career Voice International* to truly make this a global newsletter in information, knowledge, ideas and authorship. If English is not your native language, we are happy to help you with your submission as the newsletter is intended to be the 'voice' for all our global members. Through sharing and becoming better acquainted with how career services are designed and delivered throughout the world, the profession and our clients are better served.

To ensure a transparent and effective submission process, the Association has established these guidelines:

1. The main purpose of writing for *CVI* is to build a body of knowledge, share ideas and tools used, address issues/ideas of the field, report research results, and enhance the overall purpose and goals of our Association. Articles should not be self-serving or self-promotional. However, your web site and/ or email address link may be included - and you can always market your services more broadly on your personal Member Profile, a free membership benefit available within [acpinternational.org](http://acpinternational.org)
2. Submission format: a maximum of **700** words, in **Arial** font, 10-point size, black ink, no company or personal stationery, and sent as an attachment to your e-mail message. Writing style appropriate to an online newsletter. **NOTE:** This is a basic guideline for any materials submitted.
3. Include your ID information, photo (jpg in a separate file), and contact information. Not more than 3 sentences. (Photos and graphics may not always be used.)

4. ***Before submitting an article***, please contact the CVI Coordinator: [careervoice@acpinternational.org](mailto:careervoice@acpinternational.org) indicating your thoughts and topic you would like to write about.
5. ACP International reserves the right to refuse publication of any submissions that do not fit with its editorial mix.

### **Network/Affiliate News Column**

The goal of the **Network/Affiliate News Column** is to build and expand communications and relationships among its members and leaders. Leaders can learn what other ACP International groups are doing, share information and ideas, and adopt or build on activities, programs, and services that have worked successfully. In addition, *this is the place for local leaders to seek help and suggestions about specific topics and call upon others to share experiences.*

Consider:

- What new or significant initiatives has your local group introduced?
- How do you partner with other local professional organizations to enhance or increase your membership's networking opportunities and professional development?
- What innovated solutions have members developed to increase membership, revenue, exposure, meeting attendance, and volunteers?
- What have you done to improve or expand services to members?
- Have you introduced a new community service activity?
- Has your group presented a cutting-edge professional development program that members felt was really beneficial?
- Are you thinking of using a new IT application and would like feedback before purchasing?

General author guidelines as listed above apply, except **maximum number of words is 250.**

### **Professional Resources Review Column**

The Professional Resources Review Column was established for members to learn about and keep current with the array of products, tools, and services in the marketplace. Reviewed items can include: books, assessment tools, evaluation instruments, video/audio recordings, websites, magazines/newsletters, and any other professional resource. The main objective is to share information and

products to help expand expertise and be better informed as professional career services specialists.

- **Reviews of members' resources:** If you have developed a product, written a publication, created a tool, etc. and would like it reviewed, arrangements can be made for a member of the Association to read or examine the resource and write about it for *CVI*.
- **Members' reviews of current or upcoming resources:** If you have found a resource to be quite beneficial in your work or helpful to your clients, review it for the newsletter.
- **Volunteer Resource Reviewers Sought:** If you would like to join our group of volunteer reviewers, please let us know. Volunteers may keep any materials tested or reviewed.

General author guidelines as listed above apply, except **maximum number of words is 300**.

For further information on contributing to *CVI*, and for submission deadlines, please contact:

*Career Voice International* Coordinator  
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