

# ACAMS<sup>®</sup> TODAY

## Contributors' Guidelines

Association of Certified  
Anti-Money Laundering  
Specialists<sup>®</sup>

ACAMS<sup>®</sup>

Thank you for your interest in submitting an article to be considered for publication in the *ACAMS Today*. The *ACAMS Today* is a quarterly publication. Articles submitted to the *ACAMS Today* are a combination of member and non-member contributions.

## **Submission Process**

### Topics

- Contributors may submit an outline, abstract or completed article of a relevant compliance, sanctions, human trafficking or counter-terrorism financing topic to be considered for publication (completed articles are preferred) to [editor@acams.org](mailto:editor@acams.org)

### Lengths and Deadlines

- Articles should be between 900 to 2,500 words (articles that are longer in length may be considered for publication if the topic is timely and relevant)
- Articles are due approximately five weeks before the first month of the issue where the article will be published (e.g., January 21, 2011 is the deadline for article submissions for the Mar-May issue)

### Commercialism

- Submitted articles should not promote the author's company or product. Articles should not be used as advertising sales pieces.

### Article Preparation

- Articles should address a relevant topic in the AML/CTF field
- Articles may be co-authored
- Articles should be arranged with appropriate subheadings
- Articles should be informative
- Articles should be written in a business format (e.g., try to refrain from writing in the first person, any opinions expressed should be substantiated with relevant facts)

### Submission Format

- Contributors should email their articles in a word document to the [editor@acams.org](mailto:editor@acams.org)
- Contributors should also attach a curriculum vitae with their submissions
- Pictures submitted need to be at least 300 dpi in resolution
- Graphs, charts and diagrams should be legible and concise. If the graph, chart or diagram is created in a different program other than word, files should be sent in their original format
- If a graph, chart or diagram is copied from another source, the source needs to be cited

### Plagiarism

- The act of using or citing someone else's work without permission or credit/attribution is plagiarism. Whether the information was obtained from a newspaper article, book, government document or an Internet site, the following details must be provided: the author's name, publication name, date of publication, and if applicable, the name of the government agency/department. This is an added benefit, providing such details allows readers to go directly to the source if they need more information

### Review Process

- The review process will take two to three weeks upon receipt of topic or article
- Once the review process is complete, Contributors will be notified if their topic or article has been selected for publication by email
- Editors will work with contributors to prepare the article for publication
- Articles will be edited and returned to the author for their final review and approval prior to publication

### Author Compensation

The Association of Certified Anti-Money Laundering Specialists does not pay contributors. Authors may receive up to five complimentary issues of the *ACAMS Today*, but must send requests for copies to [editor@acams.org](mailto:editor@acams.org)

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