

## Author Guidelines for Newsletter Articles in *CONNECT*

The purpose of this document is to set out recommended guidance for authors for their submission of articles for IIA Singapore's quarterly electronic newsletter, *CONNECT*.

### Introduction

*CONNECT* is a quarterly electronic publication of the Institute of Internal Auditors (IIA) Singapore sent to the Institute's members. Past issues can be viewed [here](#).

Each issue contains the latest developments in the Institute, what's trending in the profession and upcoming courses, for sharing with our members, and the internal audit, finance and risk community.

A technical article is informative and insightful by nature, focused on providing information to the readers on emerging and popular topics that may be of interest and relevance to internal audit practitioners and other professionals engaged in or interested in the area of internal controls, governance, risk and compliance. The article is not intended to be as opinion-based as columns are, but can contain carefully thought-out views that are based on factual, research-based, or anecdotal views rather than a mere expression of an opinion.

The Institute takes a professional view on plagiarism and violation of intellectual property and copyright laws, and does not condone plagiarism. You have the obligation to clearly identify which are your own ideas, and which are the ideas of others; otherwise, IIA Singapore is entitled to assume that everything being presented in the article as entirely your own.

### Submission Format

It is preferred that contributors of articles submit their writings in an A4 word document, with a targeted word count of between 800 and 1000, unless otherwise communicated and agreed.

IIA Singapore generally does not prescribe a fixed structure or format as long as the article is concise with a structured and coherent flow. However, authors are encouraged to include the following for more effective understanding:

- **Section Headers:** It is recommended that authors segment their articles with section headers where appropriate. The purpose is to cluster the text and make it easier for readers to understand the concepts being shared or explained.
- **Diagrams, charts, tables, etc.:** These can be included at appropriate junctures or sections within the document to illustrate what is being communicated. Note that diagrams, charts and tables are included as part of the total word count. Please title all diagrams, charts or tables accurately and clearly.

### Writing Style

While we understand that each author has his or her own personal style of writing, the following are suggested guidance for the consistency of *CONNECT*'s articles:

- **Write for the layman**, avoiding excessive technical jargon or providing adequate explanations where unavoidable. The readership of the newsletter is broad and not all may be technically-proficient in the article's subject matter.
- **Write in a factual reporting style.** Quote studies and independent statistics, and always attribute sources when these studies and statistics are used. Please do note the use of footnotes to attribute sources.

- **Avoid active self-promotion**, whether of yourself, your organisation or active promotion of any particular software or brand. You and your organisation's standing, stature and quality, should and would come across through the content shared of your thoughts and work done, instead of describing them explicitly in a promotional manner.
- **Avoid conjectures**. Generally, do abstain from using first and second pronouns such as "I", "you" or "we".
- **Keep sentences succinct and paragraphs short**. As a guide, a sentence should have no more than 30 words (ideally, 20) and paragraphs should be limited to 50 words (the rough equivalent of two long sentences).
- **Use British spelling and grammar, and dates**. Hence:
  - "organisation" not "organization"
  - "recognise" not "recognized"
  - "programme" not "program"
  - "1 January 2018" not "January 1, 2018"
- **Organise in boxes or bullets**. These are helpful for organising thoughts, and as a rule of thumb, each article should have only one box story, and preferably the box contains only one set of bullet points.
- **Other preferences:**
  - Use "per cent" and not "percent" or "%", unless the "%" is in a table, chart or diagram.
  - Numbers from one to nine are spelt out (as shown), and written as figures when they are 10 and more (i.e. 10, 11, 20, 300, etc). For example: There were five persons responsible for the 20 jobs.
  - Avoid unnecessary exclamation marks, bolding and italics.
  - Avoid unnecessary acronyms and abbreviations. If a name or term is being used only once in the article, there is generally no need to include its acronym in parenthesis.
  - All publications are italicised (but not articles). For example: The article "Where were the Internal Auditors" by John Smith in *The Business Times* suggested that...
  - Use double quotation marks ("), then single quotation marks ('). For example: We have identified the "use of natural language processing on auditing 'emails' to be less effective when...". [Note that the full stop is outside the quotation in the previous sentence.]

### Quality Review

IIA Singapore recognises and appreciates the time and effort that is expended in the articles. To ensure that readers of *CONNECT* fully benefit from the knowledge shared, we require all articles to be passed through a peer review.

The reviewer(s) will be chosen by IIA Singapore to carry out the quality review process. Please be assured that IIA Singapore will send the article to reviewer(s) with the relevant subject-matter expertise, and will send all edited articles back to you for your clearance, or suggestions for improvements to you for your necessary edits.

### Editorial Process

Please do submit your article by the requested deadline. The Institute's editorial process primarily includes design layout for the electronic publication, but may also include internal reviews on content where necessary.

Please be assured that IIA Singapore's protocol is to send all edited articles back to you for your clearance, so that what gets published is duly approved by you before it goes live online. However, your cooperation is appreciated to allow us sufficient time to do so.

IIA Singapore reserves the right not to publish an article after it has been submitted, reviewed and even edited. In the same way, you retain the right not to submit or allow an article to be published in the event that you cannot accept the editorial changes.

We request that you keep to these guidelines so that the editorial and publication process is smooth to ensure that informative and quality articles are disseminated and shared with our member.

Please send your article to [secretariat@iia.org.sg](mailto:secretariat@iia.org.sg) for review.