INFORMATION MANAGEMENT

Author Guidelines

Information Management (formerly *Information Management Journal*) is the professional business magazine for those who have responsibilities around managing records and information. It is published six times a year by ARMA International, a not-for-profit professional association known worldwide as the premier source for comprehensive publications, education, and information on the efficient maintenance, retrieval, and preservation of information.

Information Management's (IM) readership includes ARMA International's 11,000-plus members worldwide, who consistently rank the magazine as one of the most valued benefits of membership. These readers include records managers, archivists, corporate librarians, imaging specialists, legal professionals, IT managers, consultants, and educators. Non-member subscribers include primarily university and corporate libraries.

Scope of *Information Management*

IM's scope includes the management of records, information, and knowledge as corporate assets and as contributors to organizational success. This scope is best expressed by the term *information management,* which is an interdisciplinary field focusing on the application of management principles and appropriate technologies for creating, receiving, organizing, controlling, protecting, producing, disseminating, and disposing of information in all formats.

As a resource management discipline, information management also addresses the value, quality, and security of information in the context of organizational performance. Information management disciplines include, but are not limited to, records management, archives management, corporate librarianship, knowledge management, information systems, document management, and electronic records/imaging systems.

Types of Articles

IM articles offer fresh perspectives on long-term information management concerns, as well as critical examinations of existing assumptions and emerging trends. Topics may have a broad perspective or may focus on a vertical sector (e.g., financial services, legal services, government, manufacturing). *IM* does not accept articles that have been published elsewhere.

Potential Authors

Article proposal submissions from practitioners, academics, doctoral students, freelance writers, and others with an interest in the field are welcome. *IM* does accept articles authored by analysts, PR firms, and companies. However, these articles must provide an unbiased, thorough viewpoint or discussion of a topic relevant to managing information and must be both company- and product-neutral.

Compensation

Compensation will be discussed with the author when the article proposal is approved. *IM* does not compensate for articles written by or on behalf of companies, including PR and analyst firms.

Authors will receive two complimentary copies of the *IM* issue in which their article appears.

In addition, each feature article published in *IM* automatically becomes a candidate for the Britt Literary Award, an annual award given by ARMA International for the best article appearing in *IM* during the preceding year.

Editorial Review

IM is not a refereed journal. However, each article proposal and completed article is reviewed by an experienced editorial board comprising subject matter experts with a broad range and depth of experience and knowledge in legal, archives, education, government, and corporate settings.

Tone and Length

- Articles should be 1,500-2,500 words, written in English, using a journalistic tone that is neither informal nor academic.

- Articles should be structured using the journalistic pyramid style of writing as opposed to an essay or thesis-like style. The lead paragraph must grab the reader's attention. Start with the conclusion; let the rest of the article explain the conclusion.

Evaluation of Submissions

All articles will be evaluated on these criteria:

- **Readership Appeal**: Will the subject of the article appeal to *IM*'s readers?

- **Originality:** Does the article contain principally original material? Does it provide new facts, insights, or knowledge to add to the body of professional literature?

- **Value:** Does the article make a worthwhile contribution to the field? Does it provide the reader a valuable return on investment?

- **Organization**: Is the article clearly organized and developed?

- **Credibility:** Is the information presented credible, valid, and accurate?

- **Length:** Is the article's length appropriate to its scope?

- **Technical Material**: Is technical content sufficiently clear and accessible for a general practitioner?

- **Compelling Style:** For its purpose, is the writing suitable, clear, informative, thoughtful, persuasive, and stimulating?

- **Research:** Has the material been compared to and weighed against the work of others? Does it include information gained through interviews with other professionals?

- **Additional Features:** Does the article include features beyond the basic text, such as sidebars, graphics, tables, and charts?

WRITING TIPS

Write in English, following *Chicago Manual of Style, 16th ed.*

Attribute sources. The use of unattributed sources is a serious matter. Authors are responsible for accurately attributing all sources. They must acknowledge and document all borrowed ideas, illustrations, or text.

If more than a few paragraphs of material is quoted or a graphic element taken from another source, authors must obtain written permission from the copyright holder and submit it with the article.

Incorporate references and sources in the text. For example, "According to Bruce Dearstyne's book, *Leading and Managing Archives and Records Programs …*"

If necessary to the article, provide a list of sources or references to be posted with the article online. The printed article will point to the appropriate URL for this additional information.

Keep paragraphs short and focused on one topic.

Break up long sentences having several independent clauses.

Include subheads at appropriate points to break up text. Make them bold, flush left.

Avoid passive voice. Write "The archivist *fired* the student worker" rather than "The student worker *was fired* by the archivist."

Avoid shifts in person. Use third person, avoid shifting from it to "I," "you," or "we."

Avoid exaggerated prose, sexist language, and jargon.

Spell out acronyms on first reference, followed by the acronym in parenthesis on subsequent occurrences. For example: "Enterprise content management (ECM) …"

The Publishing Process

Step 1. The Article Proposal

1. Author accesses and completes the *Information Management* article proposal submission form found at *www.arma.org*. (From the navigation bar, on the left-hand side, select "Information Management magazine," then from the top navigation bar, select "Contact" and "Editorial Inquiries.") This form asks for author information; the article topic's relevance to the records and information management field; a brief abstract; a detailed, hierarchical outline; and the author's qualifications to write on the topic.

2. Author submits the completed proposal to *editor@armaintl.org*.

3. ARMA's Content Editorial Board will review the proposal within two weeks and recommend acceptance or rejection.

4. ARMA's editorial staff will respond either with approval for the proposed article (as submitted or with suggested or mandatory changes) or with the reason the article proposal was not approved. The primary reasons articles are not approved are they are not relevant enough to *IM* readers or their topics have been recently addressed in the magazine.

5. If the article is approved, ARMA's editorial staff will discuss compensation and the timeline with the author and schedule the article for a specific issue of the magazine. (Deadlines are generally 60 days before publication, and articles are frequently scheduled four to six months in advance of the issue.) Once agreed to, the terms will be formalized with a standard author's agreement assigning copyright to ARMA International. This agreement rarely can be altered. To preview the agreement, contact *editor@armaintl.org*.

Step 2. Manuscript Submission

1. Author submits draft manuscript to *editor@armaintl.org*.

2. ARMA editorial staff reviews the article and sends it to the Content Editorial Board members who initially reviewed the article proposal.

3. ARMA's Content Editorial Board will review the article within two weeks and recommend publication or suggest changes.

4. ARMA editorial staff communicates the Content Editorial Board's comments to the author. Frequently, the editorial staff will ask the author for clarification. In some cases, authors may be asked to revise the article.

Step 3. Editorial and Production

1. ARMA's editorial staff will edit the article to ensure proper style, tone, and word count for optimum readability. Headlines, subheads, and captions will be edited or rewritten as necessary.

2. The editors reserve the right to correct or require correction of errors, undocumented facts, unsupported statistics, or misleading statements. Author (if multiple authors, the primary author will be the first author listed) will be provided a copy of any substantive changes prior to publication.

3. Article is composed and printed.

4. Two copies of the print magazine and any agreed-to compensation is sent to the author.

Submission Requirements

Article Elements

- Articles must be written in a word processing program.

- Each table, figure, or illustration should be clearly captioned and should be numbered in sequence, using Arabic numerals in the order of mention in the text. Author must indicate in text where each item should be placed (e.g., "insert figure 2 here").

- All tables, figures, and illustrations should be gathered in sequence at the end of the article.

- Articles must include a 50- to 75-word author's bio, indicating the author's company name, current position, credentials (advanced degrees, certifications), number of years' experience in profession, and an e-mail address readers may use to contact the author.

  For example: *John Smith, CRM, is a project manager at XYZ company, a records and information management (RIM) consulting firm. He has been active in the RIM profession for more than 15 years and has spoken frequently at local and national conferences on many topics, including basic RIM practices, technology aspects of RIM, and large-scale RIM projects. Smith earned an MBA at XYZ College. He may be contacted at* *johnsmith@xyzcompany.com*.

- If possible, authors should also submit a good quality, color digital head shot that is 300 dpi, a minimum of 2 inches, in TIFF, JPG, or EPS format. Busy backgrounds should be avoided.

Article Submission

- All articles must be submitted electronically to *editor@armaintl.org* or to the editorial staff member with whom the author has been corresponding regarding the article.

- All graphic elements (files) should be inserted at the end of the article as mentioned above and submitted as separate files at 300 dpi, in TIFF, JPEG, or EPS format.

- If more than a few paragraphs of material were quoted from another source, authors must obtain written permission from the copyright holder and submit it with the article. No articles containing this material will be published until all necessary signed releases are submitted by the author to ARMA International headquarters.

Questions?

Contact *IM*'s editorial team at *editor@armaintl.org*.

Or, direct inquiries specifically to:

Editor-in-Chief
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