EDITORS
CANADA

Want to write for *The Editors' Weekly*?

1 Email **blog@editors.ca** or fill out this form.

2 **Requirements for articles:**

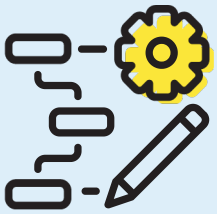


- **Draft text**
  - Due ~4 weeks before the planned publication date
  - **~600 words** drafted **without AI** (including research, grammar checks, etc.)
  - Title and subheadings (for SEO and readability)
  - Outbound links welcome (but not required)

- **Author info**
  - Short ~100 word bio (in third person)
  - Email address
  - Website, LinkedIn, social media handles
  - Headshot (square) and photo credit

- **Other images**
  - No other images are required. We will add a header image in the illustrated style of the blog's brand appearance.
  - If you provide other images (e.g. a book cover image), please ensure you hold the copyright or have received permission to use this image. The image will be displayed in the body of the article only and not be featured as the cover image or the image in social media promotions, as per Editors Canada branding requirements.

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3 Publishing process:

- Once you get in touch, your contact person will work with you to schedule a publication date and set a draft deadline.
- When you submit your draft, one of our editorial board members will work with you on substantial and copy edits.
- There may be a little back and forth. We will make sure that the draft is to your satisfaction while meeting our requirements.
- While we work on the draft, we will also share it with the Marketing and Communications Director of the Editors Canada National Executive Committee, for review and approval.
- The next stage is proofreading. Your editor will send your draft, author info and photo to the proofreading team.
- At this point, you may receive an automated email from WordPress (our content management system) asking you to verify your email address. Please accept this request.
    - This is a one-time step, and you do not need to repeat it for subsequent articles.
    - You only need to verify your email address. Please do not log into WordPress or make changes. If you need any changes to your article or bio after it is uploaded, contact your editor.
- Unless the proofreader or our director has a substantive query, you'll be finished now! Please let your editor know if you need anything else (e.g. the permanent link to the article before it goes live).
- The proofreader will check the article carefully for adherence to house style, choose a header/cover image and draft the social media content.
- Your editor will approve the proofread article, image and social media content.
- The proofreader will schedule the post, and your article will go live on the scheduled date at 8 am ET at blog.editors.ca.

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4 General FAQ:

- You can find more information about our current editorial board and proofreading team on our website.
- The Editors' Weekly is the official English-language blog of Editors Canada. Our intended audience is editors, from early-career to highly experienced, in-house or freelance. Remember that the audience may not have knowledge of your niche or specialization.
- We publish articles for and by editors. We endeavour to publish original work by human authors, without the use of generative AI at any stage.
- The blog strives to embrace and uphold Editors Canada's EDI policies.
- The Editors Weekly is publicly viewable, so your clients and colleagues may read your article. You are welcome to write about editor–client relationships or how to navigate difficult situations, but we will ensure that this is done in a way that reflects the public nature of these posts.
- Editors Canada has a copyright policy, and blog posts fall under a non-exclusive licence. From the policy: "'Non-exclusive licence or rights' means that the copyright owner (the volunteer) retains copyright, but allows the licensee (Editors Canada) use of the work. The volunteer retains the right to use the work themselves in any way."
- If you want to re-post your article on your own website, we request that you wait one week, as a courtesy, then include a line like "This post originally appeared on The Editors' Weekly," with a link back to the original post.
- If we want to re-use or repurpose your article, we will reach out to confirm permission.