

## ***The Analyst* – Roles and Responsibilities**

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### **Member Communications Chair**

The chair works with the executive editor, committee members and staff liaison on the management and strategy for *The Analyst*. This includes establishing agendas, themes, topics, priorities and issue development.

### **Executive Editor**

The executive editor works with all groups associated with *The Analyst* with a main responsibility of editorial design and direction of *The Analyst* to ensure goals and objectives of the publication are met. This role works with the chair and committee to establish themes/topics that address the needs of the investment-practitioner community, and makes final decisions on what is published in accordance with the publication's standards. The executive editor is also responsible for writing the editor's letter as well as editing articles and submissions prior to final publication. Please see editor's responsibilities for further details regarding duties.

### **Editorial/Selection Committee**

This group of volunteers is committed to either writing articles or soliciting articles suitable for publication. Submissions must meet certain quality, relevance and readability standards. Volunteers also participate in the brainstorming process for themes and topics for future issues and in formulating the general strategy of the publication.

### **Subject Matter Experts**

From time to time experts in a particular subject may be asked to contribute or review an article on that subject. Submissions must meet certain quality, relevance and readability standards.

### **Copy Editor**

This role reviews edited articles for grammar, punctuation and style in order to conform to CP and CFA style as outlined in the guides.

### **Society Staff**

The society provides staff support for the administration and production of *The Analyst*. Within the scope of their individual roles and as applicable, it is imperative that everyone works cooperatively on the details of producing *The Analyst* including:

- Meeting editorial and production schedules;
- Managing issue size (16-28 pages);
- Managing the selection, length, and readability of articles; and
- Ensuring quality control of content

### **At a high level, all articles:**

1. Must have broad appeal and be of interest to our members, readers and industry practitioners.
2. Must be original work, non-self-promotional in nature and absent of any conflicts of interest.
3. Must be relevant to the past, current and future issues involving all aspects of the industry.
4. Must be well supported through substantiated facts and research with a clear and cohesive thesis/argument/discussion.
5. Must have valuable and relevant takeaways/conclusions.
6. Must be supportive of CFA Society Toronto's mission and objectives and reflect a high standard of integrity and ethics.

## **Summary of Roles during Issue Development**

- Coordinate line up development – Committee, Committee Chair, Executive Editor
- Finalize line up – Committee Chair, Executive Editor
- Receive article submissions and initial edit – Executive Editor
- Manage copy edit – Executive Editor
- Obtain final sign off by authors - Executive Editor
- Summarize poll questions (development/posting/gather results) – Committee Chair
- Manage committee – Committee Chair
- Write articles – Committee, Committee Chair, Executive Editor, Volunteers, Staff
- Manage layout with designer – Staff
- Sign off on final draft by authors/editor – Staff
- Sign off to print - Staff

## ***The Analyst* Policies**

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*The Analyst* maintains high standards for selection and publication of articles. All individuals involved in the publication process, including authors, must abide by the following conflict of interest and ethics and sign a statement agreeing to honour these policies.

### **Conflict of Interest Policies**

A conflict of interest exists when a participant in the publication process has ties to activities that could inappropriately influence his/her judgment, whether or not the judgment is, in fact, affected. Policies on disclosure of interests are as follows:

#### **Editorial**

Individuals involved in the editorial process must disclose any potential conflicts of interest that could bias their opinions of a manuscript.

#### **Authors**

Authors must disclose to the editors and potential conflicts of interest that might bias their work when they submit an article. If the editors view these disclosures as material to readers, they will publish the information in a note to the article.

### **Fairness Policies and Ethical Standards**

To help ensure the overall integrity of *The Analyst*, policies regarding fairness in handling authors' works and ethical standards have been created. Participants must adhere to the following standards, operating principles, and procedures:

#### **Editorial**

Individuals involved in the editorial process are jointly responsible for ensuring proper procedures are followed for making final decisions about the acceptance/rejection of articles. Decisions are to be made in a timely and unbiased manner, and accepted articles are to be published in a timely fashion.

#### **Authors**

Authors are responsible for submitting complete and accurate information, providing proper credit to other sources, and securing written permissions for the use of copyrighted material.

*The Analyst* adheres to best practice standards, where evidence of plagiarism, duplicate publication, or another breach of ethical best practice arises after publication, the society investigates the allegations. If allegations are confirmed, *The Analyst* communicates this in a subsequent edition.

Source: FAJ Policies – [www.cfapubs.org/page/policies?journalCode=faj](http://www.cfapubs.org/page/policies?journalCode=faj)

Examples of conflicts may include but are not limited to:

- Editing or writing for another publication
- Employment at a company described/mentioned in an article
- Sponsorship by person highlighted in the article
- Family relationship

## About *The Analyst*

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### Goals and Objectives

*The Analyst* has a multi-faceted purpose. For CFA Society Toronto members, it strives to be educational, informational and is a conduit to keep members connected. It provides added value through articles on a variety of topics. As the potential distribution of *The Analyst* grows through electronic access or reciprocity agreements with other industry related organizations, its purpose is to provide an external view of the current themes and topics that CFA Society Toronto is involved with and to provide a leading voice on various issues of the day. The tone is to remain professional yet accessible for the average reader with content at a level similar to other professional organization publications.

### Standards

#### Quality

Standards regarding the selection and publication of articles in *The Analyst* are set high. Articles published must be well executed and accurately represent the information presented. All articles must be supported through substantiated facts and research with a clear and cohesive thesis/argument/discussion.

#### Relevance

Articles published in *The Analyst* must be of interest/use to members of the financial industry. Participants in the editorial process are responsible for ensuring that topics of articles published generally mirror the professional interests of the society's membership and strive to meet CFA Society Toronto's mission and objectives.

#### Readability

Articles published in *The Analyst* should be written in a style that is accessible to and appropriate for the society's membership. Articles should have clear and valuable takeaways.

#### Originality

All articles must be of original work, neither non-self-promotional nor marketing in nature. All articles must be absent of or clearly state any conflicts of interest.

## ***The Analyst Author Guidelines***

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Thank you for your interest in submitting an article to *The Analyst*. The newsletter is published quarterly and accepts unsolicited topical and concise articles which are of interest to members of the financial industry and the general society membership. There are five main categories into which articles may fall: investment theme, industry development, spotlight on, charterholder profile and topical interest/significance.

Please review the following guidelines when writing and submitting your article.

- Demonstrate how this topic is of interest/use to or may be of use to investment practitioners and the society's membership
- Length should be between 600 (1 page) and 1200 words (2 pages). If charts are included, please reduce by 200 words per chart included. All charts must have clearly labelled axes.
- If possible, include a photo/image that is relevant to the article. Photos and images should be submitted electronically as a tiff or jpeg (minimum of 300 dpi). Photos should be accompanied by a suggested caption.

Articles submitted for publication must be sent as an email attachment to [theanalyst@cfatoronto.ca](mailto:theanalyst@cfatoronto.ca). Submission is not a guarantee of publication. All content is subject to editorial review, acceptance, copy editing, and space allotment.

Authors must indicate in their email into which category the article falls. Articles must be prepared using Microsoft Word. The deadline for submission of articles can be found at [www.cfatoronto.ca](http://www.cfatoronto.ca).

Submitted articles must include and be written as follows:

- A proposed title. This may be adapted.
- Author's name as desired in the publication byline.
- A signed copy of the article submission and [copyright policy](#).
- Author's telephone number and email address.
- All text must be written in the third person.
- All charts and visuals must include suggested captions and be clearly labelled.
- All articles must be proofed for fact accuracy with appropriate attribution where required.

### Helpful Tips

- Remember the audience is the society's membership, a diverse group of investment professionals and practitioners. Content and style should be at a level appropriate for this audience.
- Paragraphs are generally short, to help with visual scanning.
- Sentences that are short and in the active voice are generally preferable.
- Use bullets, charts or figures when they will help a reader with scanning an article.
- Headings and sub-headings are helpful in longer articles.

## ***The Analyst Article Submission and Copyright Policy***

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The author warrants that the submitted materials:

- are factual and truthful;
- do not contain libelous or unlawful statements;
- do not infringe upon the rights of others;
- contain no information which may cause harm or injury;
- the article has not been copyrighted by any other entity;
- has not been submitted simultaneously to another publication; and
- no previous publication copyright exists for the submitted article.

The author represents that to the best of author's knowledge, human or animal data has been gathered according to the appropriate guidelines and regulations with consideration given to recognized professional ethical standards.

The author agrees to indemnify and hold harmless the Publisher, its editors, contractors, and agents from any and all claims, damages, and expenses which may arise for alleged breach of author warranties. The Publisher may publish the article in the intended publication, and in additional media in print or electronically, including the Internet, and the Publisher may at its discretion authorize reprinting and reuse of the article, with pledge to acknowledge the Author's authorship.

Author acknowledges that:

- submission of article is not a guarantee of publication, and
- the publisher, its editors, contractors, and agents may edit the article for any purpose, including but not limited to method of delivery, style, length, content, consistency and/or to provide editorial clarification.

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Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***The Analyst Production Schedule***

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### ***The Analyst Deadlines 2014***

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	<b>March</b>	<b>June</b>	<b>September</b>	<b>December</b>
To editor	Wed Dec 18	Mon Mar 24	Mon Jun 23	Mon Sep 22
To copy edit	Wed Jan 22	Mon Apr 14	Mon Jul 14	Tues Oct 14
To layout	Mon Feb 3	Mon Apr 28	Mon Jul 28	Mon Oct 27
To printers	Mon Feb 17	Mon May 12	Mon Aug 11	Mon Nov 10
To mail house	Wed Feb 26	Wed May 21	Wed Aug 20	Wed Nov 19
Mail out/receive	Mid-Feb/ early Mar Mail by 03-10	Mid-May/ early Jun Mail by 06-04	Late-Aug/ early Sep Mail by 09-03	Mid-Nov/ early Dec Mail by Dec 3

## ***The Analyst* Executive Editor's Responsibilities**

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The executive editor works with all groups associated with *The Analyst* with a main responsibility of overseeing and managing the development of *The Analyst* and to ensure goals and objectives of the publication are met. This role works with the chair to establish themes/topics that address the needs of the investment-practitioner community, and makes final decisions on what is published in accordance with the publication's standards. The executive editor is also responsible for writing an editorial as well as editing articles and submissions prior to final publication.

Some specific responsibilities of the role include:

- Setting the editorial line-up for each issue in consultation with the Member Communications Committee of the Society
  - Assign/source articles to be written and follow up with contributors to meet submission deadlines.
- Collect all content – including articles, photos/images, etc.
- Edit all content consistency in style.
- Liaise with copy editor
- Obtain sign off from author for accuracy
- Submit all edited material in electronic format indicating which categories they belong to.
- Approve layout
- Liaise with designer and staff regarding issue layout
  - Make critical changes and correct obvious errors.
  - Extensive copy changes should be made prior to submission to layout
- Write the editorial for each issue
- Work with the member communications committee to ensure that sufficient content will be available for each issue
- Work cooperatively with society staff on details of producing *The Analyst* including:
  - Meeting editorial and production schedules,
  - Managing issue size (16-28 pages)
  - Managing selection, length, and readability of articles
  - Providing quality control over article content
- Review final proofs



## ***The Analyst Article Review Process***

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The review process applies to all submitted articles notwithstanding its source. The ultimate decision for inclusion rests with the Executive Editor and Chair, Member Communications.

- 1) Articles sent in to [theanalyst@cfatoronto.ca](mailto:theanalyst@cfatoronto.ca) will be considered for publication.
- 2) Initial triage of submitted articles conducted by the Executive Editor and/or Chair. If for any reason the Executive Editor has concerns relating to *The Analyst's* standards as it relates to the article submission, the Chair, Member Communications will review the article.
- 3) If Executive Editor and/or Chair approve the article, then the article is sent to editing for any style, grammar and minor editorial improvements. The editor will work with the author to finalize the article before final publication. If Executive Editor and/or Chair question the article's topic, thesis, quality, factual basis or presented argument, then the Chair Member Communications initiates a review process.
- 4) Chair, Member Communications contacts the CFA Society Toronto Committee(s) Chair(s) that have the relevant expertise in the subject matter. A discussion of the submitted article and a potential review by a member of the committee's subject matter expert. All identifying information will be removed from the article to ensure an unbiased review. Chair, Member Communications solicits feedback and communicates concerns with the author (if necessary) and editor. If the relevant expertise clears the article and the Chair, Member Communications agrees, and then the article is routed back into the publishing process and sent to editing.
- 5) If the Chair, Member Communications disagrees with the relevant expertise, then Chair, Member Communications will initiate discussion with CFA Society Toronto CEO, Executive Editor and a senior Communications Committee member for additional input.
- 6) If the revised article is deemed to be accepted by the Executive Editor, CFA Society Toronto CEO and senior Communications Committee member, the article will be moved back to the publishing process and sent to editing.
- 7) If article rejected, Chair, Member Communications will inform the CFA Society Toronto CEO, the author and update the Member Communications Committee on a without identifying the author of the submission.