

Guidelines for Contributors

About the Connecticut Society of CPAs

The Connecticut Society of Certified Public Accountants is the only statewide professional membership association exclusively for CPAs. CTCPA has a current membership of almost 6,000 individuals in public practice, business and industry, government, and education.

Members in public practice do so in firm sizes ranging from the sole practitioner to national firms with several hundred staff in an office, and all sizes in between. The clientele they serve ranges from the individual taxpayer or businessperson to the very largest of international entities.

About *Connecticut CPA*

Published quarterly, *Connecticut CPA* updates the approximately 6,000 CTCPA members on timely professional issues and member news. Issues are Winter (January), Spring (April), Summer (July), and Fall (October).

Requirements

- Articles should be relevant to the CPA community and, when possible, highlight issues or information specific to Connecticut.
- Submissions must not be of an opinion or sales-oriented nature; such a determination is made unilaterally by the editor of *Connecticut CPA*.
- *Connecticut CPA* will consider unsolicited articles for publication at its sole discretion, with no assurances made of publication
- Articles will be edited for space/style at the discretion of the editor.
- Articles received after the agreed-upon deadline may be held for future issues or may not be published.
- All submissions must be the author's own work and not copyrighted or under any legal restriction for publication. The author's name and contact information (phone or e-mail) must appear with any published articles.
- There are no payments of honoraria for published articles. However, as a token of appreciation, authors will receive five complimentary copies of the issue.

Connecticut CPA Submission Checklist

- ❑ Articles should be submitted in Microsoft Word or compatible format to Managing Editor Kirsten Piechota at kirstenp@ctcpas.org.
- ❑ Include the following information for the “About the Author” section which will appear in italics at the end of published articles:
 - Author name.
 - Firm or organization and title.
 - Brief biographical information.
 - Contact information including an e-mail address or phone number if desired.
- ❑ Authors may include a headshot for publication. Photos should be submitted in JPG, TIFF, or EPS format at at least 300x450 pixels.
- ❑ Please indicate whether the article has been previously published and if so where and when.

For more information, please contact *Connecticut CPA* Managing Editor Kirsten Piechota at kirstenp@ctcpas.org or 860-258-0231.