

Writing for iQ:

Writing Tips & Guideline

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information
Management Profession.

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Objective

This Guideline will help authors through the process of writing and submitting articles for iQ. It provides the skills, knowledge and confidence to produce high-quality, publishable articles that align with the journal's standards.

Module 1: Welcome to iQ

1.1 About iQ

iQ is the official journal of RIMPA Global, dedicated to sharing knowledge and fostering innovation in records and information management and related fields such as data management, privacy, information access and archival preservation.

The journal's audience includes industry professionals, decision-makers, and thought leaders seeking actionable insights and thought-provoking content.

iQ is a platform for both seasoned experts and emerging voices, promoting diversity of thought and fostering growth in the IM profession.

Contributing to iQ is a way to share your expertise, shape industry conversations, and inspire peers within the IM community.

1.2 Why contribute to iQ?

- Professional Growth publishing in iQ enhances your professional standing and showcases your expertise to a wide audience.
- Recognition authors retain intellectual property rights and receive acknowledgment for their work. Articles by RIMPA members contribute towards professional status and eligibility for the prestigious Article of the Year Award.
- Impact shared insights, best practices, or innovative ideas that can positively influence the IM profession and inspire change.
- Your contribution to iQ not only benefits your career but also strengthens the IM profession as a whole.

1.3 What iQ publishes

iQ features a range of articles to suit different topics and perspectives:

- Feature Articles
- Practical Guides/How-To
- Opinion Pieces
- Research/White Papers
- Case Studies
- Profiles/Interviews
- Emerging Voices/New Practitioner Contributions
- Global Perspectives
- Reviews

Authors are encouraged to explore these formats to find the best fit for their ideas.

1.4 The role of the editorial team

iQ's editorial team is committed to supporting authors at every stage, from submission to publication.

Submissions are reviewed for relevance, quality and adherence to guidelines, ensuring each piece meets the journal's high standards.

Accepted articles are professionally edited for clarity, style and presentation.

The editorial team is your partner in delivering a polished and impactful article that resonates with the IM community.

1.5 Summary

In this module, you've learned about the mission and vision of iQ, the value of contributing and the variety of articles published. By sharing your knowledge and insights, you have the opportunity to enhance your professional profile, influence the IM profession and inspire your peers.

In the next module you'll learn about the specific formats and how to choose the right article format for your content.

Module 2: Understanding iQ Article Types

2.1 Exploring iQ article types

iQ accepts a variety of article formats to suit different perspectives, levels of expertise and audience needs. Each type has unique characteristics and serves a specific purpose.

Feature articles

- Length 2,000–3,000 words
- In-depth, authoritative pieces on critical issues, trends or emerging innovations in the industry.
- Best for experts providing comprehensive analysis or thought leadership on key topics.

Practical guides/how-tos

- Length 1,500–2,000 words
- Step-by-step instructions offering actionable solutions or tools to improve professional practice.
- Best for authors with hands-on expertise and practical insights to share.

Opinion pieces

- Length 800–1,200 words
- Thought-provoking commentary or insights on industry trends, practices, or innovations.
- Best for authors with unique perspectives or bold ideas challenging conventional thinking.

Research/white papers

- Length 1,500–2,500 words
- Original research with clear objectives, methodologies, results, and conclusions.
- Best for academics or professionals presenting formal research findings.

Case studies

- Length 1,500–2,000 words
- In-depth analysis of specific projects, challenges, or solutions, focusing on lessons learned.
- Best for authors sharing real-world experiences with industry applications.

Profiles/interviews

- Length 1,200–1,800 words
- Highlighting industry leaders, innovators, or influencers, showcasing their achievements and insights.
- Best for authors profiling individuals whose work inspires the IM community.

Emerging voices/new practitioner contributions

- Length 800–1,200 words
- Short articles or commentaries from early-career professionals or students.
- Best for new voices eager to share fresh perspectives or challenges.

Global perspectives

- Length 1,000–1,500 words
- Insights into international trends, challenges, or practices, showcasing global diversity in records and information management.
- Best for authors with experience in cross-border projects or international collaboration.

Reviews

- Length 800–1,000 words
- Comprehensive reviews or comparisons of new developments, books, or technologies relevant to the field.
- Best for authors evaluating recent innovations or resources.

iQ values a wide range of content. Understanding these types will help you select the most suitable format for your ideas.

2.2 Selecting the right article type

When deciding which article type best fits your idea, consider:

- **Your Goal** are you providing deep analysis, practical advice or a personal perspective?
- **Your Audience** what does your target readership want to learn or achieve from your article?
- **Your Experience** do you have data, insights or anecdotes to support your ideas?
- **Your Message** is your article focused on a current trend, challenge, or solution?

Examples:

- If you've conducted original research on digital archiving, a research/white paper is ideal.
- If you want to share lessons from a recent project, consider a case study.
- For a personal take on emerging technologies, try an opinion piece.

Could we make this into a Flowchart?

Start

- Question: *What is the purpose of your article?*

Decision 1: Does your article provide an in-depth analysis or thought leadership?

- Yes → Feature Articles
- No → Proceed to Decision 2

Decision 2: Does your article explore global trends or evaluate tools/technologies?

- Global Trends → Global Perspectives
- Evaluate Tools/Technologies → Reviews
- Neither → Proceed to Decision 3

Decision 3: Does your article offer unique commentary or fresh perspectives?

- Unique Commentary → Opinion Pieces
- Early-Career Insights → Emerging Voices/New Practitioners
- No → Proceed to Decision 4

Decision 4: Does your article provide actionable steps or focus on real-world challenges?

- Actionable Steps → Practical Guides/How-Tos
- Real-World Challenges → Case Studies
- Focused on Individuals/Groups → Profiles/Interviews

2.3 Summary

In this module, you've explored the various article types accepted by iQ and learned how to choose the best format for your ideas. Whether you're crafting a feature article, a practical guide, or sharing a fresh perspective, your contribution has the power to inform and inspire the IM community.

In the next module you'll learn practical writing techniques to create high-quality, engaging content tailored to iQ's readership.

Let's bring your ideas to life!



Module 3: Writing for iQ

3.1 Know your audience

iQ's readership includes a diverse group of professionals, decision-makers and thought leaders in records and information management (IM). To write effectively for this audience:

- Understand their needs focus on insights, challenges and trends relevant to the IM profession.
- Use appropriate terminology avoid jargon and ensure language is accurate, professional and accessible.
- Provide value Offer actionable solutions, fresh ideas or thought-provoking perspectives.

Writing with your audience in mind ensures your article is engaging and impactful.

3.2 Planning your article

Once you've chosen your article type:

- Define your main objective, what key message or insight do you want readers to take away?
- Sketch an outline, break your article into sections with clear headings and subheadings.
- Ensure your content aligns with the iQ mission of sharing knowledge and fostering innovation.

3.3 Structuring your article

A well-structured article is easier to read and more compelling.

Introduction

A strong introduction is your article's first impression—it sets the tone, grabs attention and encourages readers to continue. Mastering this skill can significantly increase the impact of your writing. Here's how to write an effective introduction that hooks your audience.

Start with a hook. The hook is the attention-grabbing element of your introduction. It could be:

- A surprising fact or statistic: *"Did you know that 60% of organisations fail to comply with records management regulations?"*
- A thought-provoking question: *"What if your organisation's data was accessible in seconds, not hours?"*
- A bold statement: *"The future of information management isn't about technology—it's about people."*
- A relatable scenario: *"Imagine spending hours searching for a critical document, only to discover it was deleted months ago."*

Explain Relevance

Highlight why the topic is important or timely. Connect the subject to a current trend, challenge, or industry need.

- *“In today’s data-driven world, efficient records management isn’t just an advantage—it’s a necessity for compliance and operational success.”*

Preview the Content. Briefly outline what readers can expect in the article.

- *“This article explores practical strategies for streamlining records management, ensuring compliance and driving organisational efficiency.”*

Make a Promise

Offer a clear benefit or insight the reader will gain.

- *“By the end of this article, you’ll have actionable steps to transform your records management processes.”*

Examples of Strong Introductions

- Hook + Relevance + Preview
“Information overload is the silent killer of organisational efficiency. With data growing at an unprecedented rate, effective records management is more critical than ever. In this article, we’ll explore five strategies to simplify records handling while ensuring compliance.”
- Question + Promise:
“What if you could cut document retrieval time by 50%? This guide will show you how to optimise your records management system to save time, reduce costs and enhance productivity.”
- Bold Statement + Relevance:
“Digital transformation is failing in 70% of organisations due to poor data management. This article highlights why records management is the backbone of successful transformation efforts.”

Tips for a great introduction

- Identify your audience, understand their needs, challenges and interests and tailor your hook and content preview to resonate with them.
- Keep it brief, limit your introduction to 2–3 sentences or 50–75 words and avoid unnecessary details or lengthy background information.
- Focus on clarity, use simple and direct language and ensure your hook and content preview flow logically.
- Test your hook, ask yourself, *“Would this grab my attention as a reader?”*



Body

The body of your article is where you deliver the substance of your message. It's your chance to expand on your topic, present arguments and offer value to your readers. Structuring your content clearly and concisely is key to keeping readers engaged.

Use clear headings and subheadings. Headings help organise your content and make it easier for readers to scan and find relevant sections. Readers often skim articles before deciding to dive in. Clear headings act as signposts that guide them through your content.

Write descriptive headings that summarise the content of each section. Avoid vague or overly clever headings—be clear and direct.

- Heading: “The Importance of Metadata in Records Management”
- Subheading: “How Metadata Enhances Searchability and Compliance”

Break content into short, focused paragraphs. Readers can be overwhelmed by large blocks of text. Short paragraphs make your article more digestible and visually appealing. Short paragraphs improve readability, especially on screens and help maintain reader attention by presenting one idea at a time.

Limit paragraphs to 2–4 sentences. Ensure each paragraph addresses a single idea or point. Use transition words or phrases to connect paragraphs logically.

- Poor example:
“Metadata is a critical component of effective records management because it provides context, structure and meaning to data. Without metadata, records become unsearchable and difficult to manage, leading to inefficiencies and potential compliance risks. Metadata also enhances discoverability by categorising information in a way that aligns with organisational policies and systems, making retrieval faster and easier.”
- Improved example:
“Metadata is a critical component of effective records management. It provides context, structure and meaning to data, ensuring records are searchable and manageable.

Without metadata, organisations face inefficiencies and compliance risks. Proper metadata categorises information to align with policies and systems, enabling faster retrieval and improved discoverability.”

Include data, examples and case studies. Support your points with evidence to add credibility and depth to your writing. Data adds objectivity and weight to your arguments. Examples and case studies make abstract concepts tangible and relatable.

Use recent, reliable data to support your claims. Incorporate relevant case studies that illustrate your points in action. When possible, include visuals (charts, graphs) to present data effectively.

- Example of Supporting Data:
“A 2023 study by XYZ Research found that organizations with robust metadata strategies reduce document retrieval time by 40%.”
- Example of a Case Study:
“In 2022, Company ABC implemented a new metadata framework for their records system. Within six months, they reported a 30% increase in retrieval efficiency and a 20% reduction in compliance-related incidents.”

Formula for writing the body

Plan your content

- Identify the main points you want to cover.
- Break these into sections with clear headings.

Start each section with a strong topic sentence

- Introduce the key idea of the section in the first sentence.

Develop each point

- Expand on your topic sentence with explanations, examples, and evidence.
- Use short paragraphs for readability.

Transition between sections

- Use linking sentences to create a logical flow between ideas.

Conclude each section

- Summarise the key takeaway before moving to the next topic.

Avoid...

Overloading with information, stick to 1–2 supporting examples or data points per section.

Vague or general statements, always provide evidence to back up your claims.

Unclear structure, ensure each section addresses a specific aspect of the topic.

Conclusion

A strong conclusion wraps up your article by reinforcing key points and leaving readers with clear takeaways or actions. It ensures your message resonates long after the article is read. A great summary helps readers consolidate the main insights of your article and reinforces the core message, ensuring it stays top of mind.

Focus on the 2–3 most critical points from your article. Use concise language to restate them clearly without repeating verbatim.

- Example:
“Metadata is not just about organising data; it’s a strategic tool that improves retrieval efficiency, ensures compliance and drives better decision-making.”

Reinforcing the value of your insights reminds readers why your content matters and how it relates to their work. It also strengthens the connection between your article and the reader’s professional goals.

Highlight how your insights address challenges, solve problems, or offer unique perspectives.

- Example:
“By implementing these metadata strategies, organisations can streamline operations and significantly reduce compliance risks.”

Suggesting next steps or actions guides readers on how to apply the information they’ve just learned. It also encourages engagement and positions your article as actionable and practical.

- Example:
“Start by auditing your current metadata framework and identifying gaps. Then, implement automated tools to enhance tagging accuracy and consistency.”

Examples of Effective Conclusions

- Summary + Call to Action:
“In today’s data-driven world, metadata is a cornerstone of effective records management. By leveraging automation and strategic planning, you can enhance retrieval efficiency, reduce risks and improve compliance. Take the first step by conducting a metadata audit to identify opportunities for improvement.”
- Relevance + Key Takeaways:
“As the IM profession evolves, adopting innovative technologies like AI is no longer optional—it’s essential. By understanding how AI can improve workflows, you’ll position your organisation to stay ahead in a competitive landscape.”
- Next Steps:
“To implement these strategies, start by analysing your current practices. Engage with your team to prioritise key areas for improvement and consider leveraging RIMPA Global resources for additional guidance.”

Formula for writing the conclusion

Restate the core message

- Recap the central theme of your article in one or two sentences.

Highlight key takeaways

- Summarize the most important insights from the article.

Reinforce relevance:

- Emphasize why these insights matter to the reader or the industry.

Call to action:

- Provide clear, actionable recommendations.

3.4 Writing tips

Use an active voice, make your writing direct and dynamic.

- **Good example** - The sentence is direct and emphasizes the subject's action.
The team implemented the new records management system, improving efficiency by 30%.
- **Poor example** - The passive construction makes the sentence less dynamic and engaging.
The new records management system was implemented by the team, leading to a 30% improvement in efficiency.

Be concise, avoid unnecessary words; aim for clarity and precision.

- **Good example** - The sentence conveys the message clearly without unnecessary words.
Metadata improves searchability and ensures compliance.
- **Poor example** - The sentence is overly wordy and repetitive.
Metadata, which is a tool used for organising and describing data, has the potential to improve the ease with which information is found and can also help ensure compliance with regulations.

Add context, explain why your points matter and their impact on the industry.

- **Good example** – this sentence explains the relevance of metadata management and its impact
Effective metadata management ensures compliance with evolving privacy regulations, helping organisations avoid penalties and maintain trust with stakeholders.

- Poor example – this sentence lacks context, leaving readers unclear about *why* it’s important.
Effective metadata management is important.

Provide evidence, support arguments with credible data, references, and examples.

- Good example - includes a specific, credible data point to support the argument
According to a 2023 study by XYZ Research, organisations using automated metadata tagging reported a 40% improvement in retrieval efficiency.
- Poor example - The claim is unsupported and lacks credibility
Using automated metadata tagging improves efficiency.

Maintain balance, present unbiased insights and avoid promotional content.

- Good example - The sentence acknowledges both benefits and potential challenges, offering a balanced view.
While automation can streamline records management, it requires upfront investment and careful implementation to avoid inefficiencies.
- Poor example - The statement is overly promotional and ignores potential limitations
Automation is the perfect solution for all records management challenges.

Recognise contributors, acknowledge individuals or teams who supported your work.

- Good example - acknowledges the contributions of specific groups transparently
This analysis benefited from insights provided by the Compliance Team and technical support from the IT Department.
- Poor example - doesn’t give credit to the individuals or teams who contributed to the work.
This analysis was developed internally.

3.5 Enhancing readability

Writing a compelling article is about more than just words—it’s about how you present your ideas. Enhancing readability ensures your audience stays engaged and can easily absorb complex information. By using the techniques below, you’ll create articles that are not only informative but also visually appealing and easy to navigate.

Make your article accessible and engaging:

- Use bullet points or numbered lists for complex information.
- Incorporate tables, charts, or images to visually support your points.
- Ensure all visuals are high-quality and clearly labelled.
- Include meaningful captions for tables and figures.

3.6 Editing and proofreading

Before submitting your article, taking the time to polish your work ensures it meets the highest standards of professionalism.

Begin by carefully checking for grammar, spelling and punctuation errors and ensure consistency in terminology and style throughout. Refine your language by eliminating redundant words and improving sentence flow. Reading your text aloud can help you identify awkward phrasing or overlooked errors. Finally, seek feedback from a colleague or peer to gain a fresh perspective and enhance the quality of your article.

These steps will ensure your submission is clear, polished and impactful:

- Check for errors review grammar, spelling, and punctuation.
- Ensure consistency use the same terminology and style throughout.
- Refine your language eliminate redundant words and improve sentence flow.
- Read aloud hearing your text helps identify awkward phrasing or errors.
- Seek feedback have a colleague or peer review your article for a fresh perspective.

3.7 Summary

In this module, you've learned how to write effectively for iQ, from understanding your audience to structuring your article and refining your writing. By applying these techniques, you can craft articles that inform, engage, and inspire the IM community.

In the next module you'll look at how to ensure your article meets iQ's submission standards and is ready for publication.

Let's continue creating great content!

Module 4: Style and Formatting Guidelines

4.1 Word counts

iQ articles vary in length depending on the type. Ensure your article aligns with these word count requirements:

Article Type	Word Count
Feature Article	2,000–3,000
Practical Guide/How-To	1,500–2,000
Opinion Piece	800–1,200
Research/White Paper	1,500–2,500
Case Study	1,500–2,000
Profile/Interview	1,200–1,800
Emerging Voices/New Practitioner	800–1,200
Global Perspectives	1,000–1,500
Review	800–1,000

4.2 Formatting

To maintain consistency and readability, follow these formatting rules:

- File Format submit articles as a Microsoft Word document (.docx).
- Font Aptos, 11-point, with paragraph spacing set to 0 pt before and 8 pt after.
- Line Spacing At least 1.16 pt.
- Headings and Subheadings clear, descriptive headings to structure your article.
- Citations references at the end of the document, ensure in-text citations match the reference list.
- Images high-resolution images (300 DPI or higher) in PNG or JPEG format. Use RGB color format. Indicate image placement within the text.
- Tables appropriate titles and captions, ensure tables are clear, easy to read and directly relevant to your article.

4.3 Article components

Every submission must include the following:

- Author Information full name, affiliation, post-nominals, and contact information.
- Bio 50–100 word biography for each contributor.
- Abstract 150–250 word summary of the article’s main points.
- Keywords up to five keywords relevant to the article.

4.4 Visual and graphical content

If you supply visuals to enhance your article’s impact:

- Images use visuals that complement and clarify your text. Ensure they are professional and properly sourced.
- Graphs/Charts clearly label axes, include legends, and use simple designs for readability.
- Tables use concise titles and captions to explain data at a glance.

4.5 Referencing and citations

Proper citation adds credibility to your article:

- Use in-text citations to reference external data, research, or ideas.
- Include a complete reference list at the end of the document.
- Ensure all data sources are reliable and up-to-date.

4.6 Summary

In this module, you’ve learned the style and formatting requirements for iQ submissions, from word counts to citations. Adhering to these guidelines ensures your article meets professional standards and is ready for review.

In the next module you’ll learn how to submit your article and navigate the review process.

You’re almost ready to share your ideas with the world!



Module 5: Submission Process

5.1 Preparing for submission

Before submitting your article, it's essential to ensure all elements are complete and meet iQ's standards. A thorough review minimises delays, enhances professionalism and increases the likelihood of acceptance.

Before submitting your article, double-check the following:

Article content

- The article aligns with the selected article type and word count requirements.
- The structure includes a clear introduction, well-organized body, and concise conclusion.
- The writing is professional, engaging, and free of jargon.
- Data and references are accurate, credible, and properly cited.

Formatting

- The file is saved as a Microsoft Word document (.docx).
- Font is Aptos, 11 pt, with correct paragraph and line spacing.
- Images, tables, and charts are high resolution, properly labelled, and appropriately placed.

Author information

- Full name, affiliation, and contact details are included.
- A 50–100 word bio for each contributor is provided.
- An abstract (150–250 words) summarizing the article is included.
- Up to five keywords related to the article are listed.

Supporting materials

- All images and visuals are submitted as separate files (PNG or JPEG, 300 DPI).
- Any permissions for third-party content have been obtained and included.

Compliance and declaration

- The article complies with privacy laws and does not include sensitive information without consent.
- The submission is original, unpublished, and not under review elsewhere.
- All contributors are acknowledged, and the iQ Author Form is completed.

5.2 Submitting your article

Submit your article via one of the following methods:

Online Submission Portal

- Visit the RIMPA iQ Article Submission portal [RIMPA iQ Article Submission](#).
- Complete the submission form, upload your article and accompanying materials, and select *Submit*.

Email Submission

- Send your article as an attachment to editor.iq@rimpa.com.au.
- Specify the article type and any relevant background information.

5.3 Summary

In this module, you've learned how to prepare and submit your article.

In the next module you'll explore the review process and how to handle revisions and understand the criteria for evaluation.

You're one step closer to becoming a published author in iQ!

Module 6: Review and Feedback Process

6.1 The review process

Once your article is submitted, it undergoes a structured review to ensure it aligns with iQ's mission and quality standards. Here's what to expect:

Initial editorial assessment

The editor reviews the submission for:

- Relevance to iQ's themes and audience.
- Adherence to style and formatting guidelines.
- Overall readability and structure.

Subject matter expert review

Articles may be reviewed by the editorial committee or external subject matter experts. The focus is on:

- Innovation and originality.
- Robustness of research or case study findings.
- Contribution to the IM profession.

Timeline

The review process typically takes 4–6 weeks.

6.2 Review outcomes

After the review, you will receive one of the following outcomes:

- Accepted the article requires no changes and will proceed to publication.
- Accepted with minor revisions minor edits such as grammar corrections or clarifications are requested before publication.
- Returned for revision substantial changes are needed and authors must resubmit. Feedback will guide you on how to improve your article for resubmission.
- Rejected the article is not suitable for publication in iQ. Reasons for rejection may include lack of relevance, insufficient originality or failure to meet style guidelines.

Each outcome is an opportunity to refine your work and contribute to the IM profession.

6.3 Responding to feedback

If revisions are required:

- Carefully review feedback understand the editor’s comments and suggested changes. Address all requested changes while maintaining the integrity of your work.
- Communicate professionally approach feedback with an open mind, recognising it as an opportunity to enhance your work. Communicate respectfully if you need clarification or have questions. If clarification is needed, reach out to the editor for guidance.
- Resubmit promptly incorporate revisions and resubmit within the requested time.

6.4 Tips for successful revisions

- Be objective focus on improving the article rather than taking feedback personally.
- Prioritise clarity ensure revisions enhance the article’s readability and impact.
- Collaborate if feedback involves complex changes, consult colleagues or peers for input.
- Keep a record document how you addressed each piece of feedback for future reference.

6.5 After acceptance

When your article is accepted:

- Editorial adjustments. The editorial team may make minor edits to improve clarity, grammar and formatting. These changes are designed to enhance your article’s readability and presentation.
- Confirm your acceptance of publication terms by completing the iQ Author Form. Provide a high-resolution (minimum 1MB) head-and-shoulders photo for publication.
- Your article will be scheduled for an upcoming issue of iQ.
- Celebrate your contribution to the IM profession!

Note: articles submitted via the IQ Article Submission portal have already completed these steps.

6.6 Summary

In this module, you’ve learned about the review process, how to respond to feedback, and what to expect after your article is accepted. Understanding these steps ensures you’re prepared to refine and finalize your work for publication.

In the next module you’ll learn about your responsibilities as an author and your rights regarding your work.

You’re almost ready to see your article in print!

Module 7: Copyright, Privacy, and Ethical Standards

7.1 Copyright and ownership

When your article is accepted for publication in iQ:

- Copyright transfer authors assign copyright of their article to RIMPA Global for the purposes of publication. This allows RIMPA to publish, distribute and promote your work while giving you full credit as the author.
- Author rights you retain full ownership of your work and can share it for educational or research purposes after publication.
- Any subsequent publication of the article must include the credit:
“This work was first published in the [Month, Year] issue of iQ - The RIMPA Quarterly Magazine.”
- Derivative works RIMPA Global may adapt your article into other formats, such as blog posts, social media content or newsletters, to reach broader audiences.

Copyright transfer ensures your work is protected and maximised for impact while maintaining your rights as an author.

7.2 Privacy and confidentiality

As an author, you are responsible for ensuring your article complies with privacy laws and respects confidentiality:

- Personal data avoid including personal or sensitive information unless explicit consent has been granted.
- Confidential information ensure that proprietary or confidential data is anonymised or used with proper authorisation.
- Data accuracy Verify all data presented in your article to ensure it is accurate and reliable.

Protecting privacy and confidentiality upholds professional standards and maintains trust with readers.

7.3 Ethical standards

To maintain integrity and professionalism, adhere to these ethical standards:

- Original work your article must be original and not previously published or under review elsewhere. Properly cite all sources and obtain permissions for lengthy excerpts or borrowed material.
- Transparency clearly acknowledge contributions from other individuals or teams.
- Corrections and retractions notify iQ if any significant errors or inaccuracies are identified post-publication. Corrections or retractions will be issued as necessary to maintain the journal's credibility.

7.4 Author declaration

Before publication, you will be required to complete and sign the iQ Author Form, confirming:

- Your work is original and has not been published elsewhere.
- Copyright is transferred to RIMPA Global for publication.
- All data and sources comply with privacy laws and ethical standards.
- Agree to indemnify RIMPA Global against third-party copyright claims.

The Author Form ensures mutual understanding and protects both you and RIMPA Global.

7.5 Protecting Your Work

RIMPA Global takes steps to protect your intellectual property:

- Articles are published with proper attribution to the author.
- RIMPA monitors for unauthorised use of published content.

7.6 Summary

In this module, you've learned about your rights and responsibilities as an author, including copyright, privacy compliance and ethical standards. Adhering to these principles ensures your article is professional, credible, and impactful.

Your voice is now in print, fantastic job!



Program Conclusion

Congratulations! You now have the knowledge and skills to write, format and submit high-quality articles for iQ.

Your voice matters. As a contributor to iQ, you have the opportunity to share your knowledge, shape industry discussions and inspire the records and information management (IM) community. Every article you write contributes to the collective advancement of the profession, fostering innovation, collaboration and growth.

Don't hesitate to share your unique perspectives and insights. Whether you're an experienced professional or just starting your journey, your contributions can make a lasting impact.

We can't wait to see your ideas in action. Submit your article today and take the first step toward becoming a published author in iQ.

