

# Guide to submissions: HazNet Magazine

Thank you for your interest in submitting an article to HazNet. This guide to submit content to HazNet magazine includes publishing standards, submission guidelines, and a template.

## Publishing standards

### Editorial scope

We welcome articles identifying and discussing issues, policies, planning, research reports, book reviews, photographic essays, artistic contributions and any other information relevant to emergency management, climate change, disaster risk reduction and community resilience. Within these topics, we aim to publish articles that meet the following criteria:

- Introduce a new concept or challenge an existing concept using new information
- Describes a DRR project/initiative that is replicable and/or scalable
- Describes efforts to meet the Sendai Framework targets
- Helps understand the nature of disaster risk
- Supports DRR advocacy efforts
- Academic material that supports understanding of disaster risk reduction or provides useful insights, and the content can be understood by a non-academic audience
- Discusses how climate change drives disaster risk and/or addresses adaptation strategies to reduce disaster risk
- Preparedness for effective response and/or building back better and reducing future risk

We do not include the following:

- Pieces on widely known issues and DRR activities, and that do not contribute to a new perspective
- Announcements, workshop, and technical conference proceedings
- Corporate materials such as workplans, annual reports and flyers
- Content that promotes political, personal or religious agendas, or that is libellous or slanderous

### Writing guidelines

In addition to our editorial scope, our content must meet the following writing guidelines

- Plain language guidelines
  - Writing to communicate what your audience needs to know. With plain language, the wording, structure and design make critical information more accessible and easy to read.
- Inclusivity guidelines

- Writing that is free of discrimination based on sex, gender, sexual orientation, race, ethnicity, disability or any other identity factor.
- Accessibility guidelines
  - Writing that is accessible, so that a wide range of people can use it, including people with physical and cognitive disabilities (for example, reading disorders, attention deficit disorders, memory disorders).
- Readability guidelines
  - Content that is readable, by considering the audience's reading level and literacy needs. Readability is the ease with which a person can read and understand a text.
- Writing for specialized audiences
  - Content that targets people who have in-depth knowledge of a subject, and may use terms they're familiar with, even if those terms aren't familiar to a general audience. This writing includes a summary in plain language for people who aren't familiar with the subject, and for specialists who might be scanning the content to decide whether it's relevant to their task.

## Content review

HazNet editors review each submission to check that it meets our guidelines. If a submitted item does not fit within our standards, we will contact the submitter to request more information or suggest revisions if appropriate.

The opinions expressed in the content published on HazNet are those of the authors. Publication on HazNet does not imply CRHNet endorsement.

In the event we are alerted to any content which may be inappropriate, objectionable or fraudulent, we reserve the right to remove or edit it at any time and without prior notice.

## Submission guidelines

If you think your submission meets the above publishing standards, please follow the submission guidelines. There are two ways to submit an article:

1. Follow the submission checklist and template below to build your submission. Submit via the Google [submission form](#).
2. Follow the submission checklist and template below to build your submission. Submit via email to [haznet@crhnet.ca](mailto:haznet@crhnet.ca) with the subject line: "Submission - (Theme of issue)"

If you have any questions, please email [haznet@crhnet.ca](mailto:haznet@crhnet.ca).

### Checklist

Complete and check each item prior to submission.

1. Prepare your article according to the following guidelines.
    - ☐ Saved in MS Word compatible format.
    - ☐ No longer than 1000 words.
    - ☐ Proofed (free of spelling and grammatical errors).
    - ☐ Formatted to 12pt Calibri font, single-spaced.
    - ☐ Broken up with subheadings to visually breakdown the text and help with search engine optimization.
    - ☐ Where appropriate, indicate where images are best suited, and include appropriate captions for images and photo credits. Obtaining photo credits is the responsibility of the contributing author.
    - ☐ Adopted to Harvard citation style according to the guide provided [here](#).
      - ☐ References cited at the end of the paper.
      - ☐ Used in-text citations — e.g. (Pelling, 2003, p.4) — rather than footnotes.
  2. In addition to your article, please prepare the following supporting information.
    - ☐ A short summary (280 characters) to feature the article through social media channels.
    - ☐ A short biographical paragraph (300 characters).
  3. Attach supporting imagery separately. Images provided embedded in Word cannot be used.
    - ☐ A headshot for the lead author (JPEG; minimum 300 dpi).
    - ☐ Any tables, figures, charts, boxes and equations incorporated into the text should also be provided in an additional electronic file (please ensure the file is MS Word compatible). All print-ready images should be supplied as separate files. Where appropriate, you may indicate an approximate placement of the image within the text and we will endeavour to place the image on or about the position indicated.
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## Template

Copy and paste this template to a new Word document to build your submission. Using this helps the editors prepare your article for production and expedites the process.

# Title

*By <Lead author's names, pronouns; supporting authors names, pronouns>*

Introduction - Use this section to grab your reader's attention within 10 seconds

## Heading

The set up - Establish what the submission will include, outline how it will do so, and set the tone

<image>

*Example: Two people stand looking at the burned remains of a wildfire. Photo provided by \_\_ with permission.*

## Heading

The story - Build the story using as many sections as required; this is where you drive home the message with evidence, storytelling, experience, research, etc.

<image>

*Caption*

## Heading

Conclusion - Use this section to create the call to action - how can your readers support this initiative?

<image>

*Caption*

## References

Example: Almeroth-Williams, T. (2019) *City of beasts: how animals shaped Georgian London*. Manchester University Press.

Example: RSPCA (2024) *Caring for cats and kittens*. Available at:  
<https://www.rspca.org.uk/adviceandwelfare/pets/cats> (Accessed: 1 August 2024).

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### About the author

<image>

A short biographical paragraph.

### Land acknowledgement

We invite you to acknowledge the Indigenous lands you live, learn and grow on.

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### Additional information

#### Blurb

A short summary to feature the piece through social media channels.

#### Promotion

Provide your social media handles if you would like to support cross-promotion of your submission.