

# Contingencies

## Author Guidelines

Thank you for your interest in writing an article for *Contingencies*. We appreciate your efforts on our behalf and offer our guidelines to help you achieve a finished product that will be a lively, readable, and informative addition to the magazine. If you have any questions after you've perused the guidelines, please call our offices at (202) 223-8196.

### 1. SUBJECT MATTER, STYLE, AND AUDIENCES

*Contingencies* is the magazine of the actuarial profession, published by the American Academy of Actuaries. It presents both feature and more technical articles that demonstrate the ways actuarial science can be used to deal with many of the most difficult economic and social issues of the day.

Keep in mind that *Contingencies* is a magazine, not an academic journal or a newsletter. Feature articles should be written for, and accessible to, the educated layman, while technical pieces (those in "Workshop" and "Tradecraft") are directed principally to actuaries. Even those articles, however, should not be so burdened by equations and tables that they're prohibitively uninviting to the general reader.

The mathematical sophistication of our readers varies considerably. They include practicing actuaries, CEOs and CFOs of Fortune 1000 companies, risk managers, chief actuaries and chief underwriters, policy analysts, key legislators and regulators, and actuarial students. Please keep this in mind when putting your ideas and words on paper.

Authors should also keep in mind that *Contingencies* is read by the general public and by actuaries in all practice areas, not just their own. Therefore, when writing about the U.S. actuarial profession, review the article for accuracy regarding the roles and contributions made by the actuarial professional organizations, including the American Society of Pension Actuaries (ASPA), the Casualty Actuarial Society (CAS), the Conference of Consulting Actuaries (CCA), the Society of Actuaries (SOA), and the Joint Board for the Enrollment of Actuaries (if appropriate). This is particularly important in areas such as credentialing, education, outreach programs, research, etc..

In general, we invite controversy and diversity in point of view. However, private communications or confidential documents that cannot be verified should not be cited in *Contingencies*. In addition, authors are responsible for the accuracy of all data, quotations, tables, and figures. Authors should make certain this material is complete and correct BEFORE submitting the manuscript.

### 2. WHAT WE EXPECT FROM AN ARTICLE

- Timely subject matter
- A strong focus
- New insights or a new perspective on the topic discussed
- A point of view

- Logical organization of ideas
- An implicit or explicit demonstration of the ways in which actuarial techniques and perspectives can provide a clearer path to a resolution (or at least a more focused discussion) of critical social and economic issues.
- *Contingencies* will not accept material it considers blatantly self-promotional. Articles about a single company or product will be returned for rewriting or rejected.

### **3. LENGTH**

Generally, feature manuscripts should be 10 to 12 typewritten, double-spaced pages, or around 2,000 words. This is only a general guideline, however; some ideas can be developed in fewer pages while others may require more.

Department manuscripts should be shorter, in the range of four to eight double-spaced, typewritten pages, or between 1,000 and 1,500 words.

### **4. MANUSCRIPT SUBMISSION**

The preferred method of submission to *Contingencies* is as a Word document attached to an e-mail sent to [sullivan@actuary.org](mailto:sullivan@actuary.org). (We can also accept WordPerfect, though Word is preferred.) Hard copies may be faxed to (202) 872-1948 or sent to Editor, *Contingencies*, American Academy of Actuaries, 1100 17th Street, N.W., Washington, DC 20036.

When typing a manuscript, please stay away from fancy formatting. Formatting commands will only have to be removed before the manuscript is sent for final design. A simple, straight typing job is best.

In addition, each article should conclude with a simple, one- or two-sentence bio giving the author's name, title, and where he or she works and lives.

### **5. MULTIPLE SUBMISSION**

*Contingencies* will not accept for consideration any manuscript that is under consideration for publication by another publisher. Nor will we reprint an article that has already appeared in another publication unless it has been substantially rewritten, refocused, and updated to appeal to the *Contingencies* audience. We will, however, consider material that has been given as a speech or presentation, as long as it has been rewritten into magazine-article style.

### **6. WHO MAY SUBMIT ARTICLES**

Both members and non-members of the American Academy of Actuaries may submit articles for consideration.

## **7. ACCEPTANCE OF ARTICLES**

Please bear in mind that acknowledgment of receipt of a manuscript does not constitute acceptance for publication. Articles that are highly technical may be subjected to outside review prior to acceptance for publication. In most cases, this assistance will be provided by a member of the *Contingencies* editorial advisory board.

## **8. CONVEYANCE OF COPYRIGHT**

Upon receipt of an article by *Contingencies*, whether by telephone, letter, or e-mail, the first North American publishing rights for the accepted article are automatically conveyed to the publisher of *Contingencies*. Authors who wish to seek publication for their articles in any other publication subsequent to their original publication in *Contingencies* (remember, *Contingencies* will not accept any previously published material) must obtain specific permission to do so from the editor of *Contingencies*.

## **9. EDITING OF ARTICLES**

By submitting articles to *Contingencies* (solicited or not), authors implicitly consent to editorial review of manuscripts. In general, manuscripts will be accepted or rejected purely on the basis of quality of content. When considered necessary, editorial staff will recast and reword entire articles or sections of articles in order to maintain an accessible, readable magazine style (converting passive to active voice, for instance). In all cases, staff will endeavor to preserve the core content of the submission and as much of the original wording and flavor as possible, consistent with magazine style.

Authors will be sent edited drafts to review for errors of fact or omissions made in the editing process. Other kinds of editorial changes may be negotiated with the editor, but keep in mind that accuracy, readability, and accessibility are our first concern. Sometimes, changing space requirements may necessitate last-minute cuts or changes in a manuscript, though we hope to keep those to a minimum. Unfortunately, our production schedule makes it impossible to furnish authors with galley proofs.

All manuscripts accepted for publication will receive at least minimal copy editing to ensure that published articles conform to house style (The Associated Press Stylebook) and that correct grammar, syntax, and spelling are used throughout.

## **10. INCLUSION OF ILLUSTRATIONS**

We encourage authors to submit either rough or finished charts or other graphics. When doing so, however, it's essential that the author also furnish the raw numbers or data the charts are based on so our graphic artist can redesign them if necessary. Ideas for photographs or illustrations are also most welcome, but we generally cannot include more than four illustrations, tables, or graphs per article.

## 11. OTHER COPYRIGHT CONSIDERATIONS

Authors are protected by federal law against unauthorized use of their unpublished manuscripts. Consequently, authors need not register their copyright to prevent unauthorized publication of their manuscripts in *Contingencies*. Once it has been accepted for publication in *Contingencies*, authors transfer the first North American publishing rights for the manuscript to the publisher of *Contingencies*.

## 12. USING COPYRIGHTED MATERIAL FROM OTHER SOURCES

Authors who wish to submit *Contingencies* manuscripts that contain non-Academy copyrighted material must first contact the publisher of that material and obtain written permission to reproduce it. That written permission should be submitted with the manuscript. In addition, the article should contain an appropriate citation indicating the original author and copyright holder of the reproduced material. When a table or set of figures is reproduced in *Contingencies*, the table should include a footnote indicating the source, original author, and copyright holder.

## 13. ORDER OF PUBLICATION OF ARTICLES

Because *Contingencies* is a magazine, articles are not necessarily published in the order in which they are received or accepted for publication. The determination of when an article appears in the magazine rests solely with the editor.

## 14. AUTHOR'S COPIES AND REPRINTS

Five complimentary copies of the magazine are provided to authors. Those copies will be mailed to the author after the magazine goes to press.

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