



Editorial Policies and Procedures (updated 05/2013)

A. Purpose

The purpose of the Academy editorial policies is two-fold: 1) to formally set forth in writing the long-standing criteria for consideration for publication in *Contingencies* and other Academy publications; and 2) to maximize the number of successful article submissions. As such, these procedures are designed to provide authors with instructive direction and feedback at key points in the writing process to ensure the article meets the established criteria for publication.

B. The Role of the Academy's *Contingencies* Magazine

The Academy's award winning bi-monthly magazine *Contingencies* serves as the voice of the Academy. As such, in addition assigned articles, the Academy continues to consider publication of select unsolicited member-submitted manuscripts, upon review and acceptance.

C. Criteria for Publication in the Academy's *Contingencies* Magazine

To be published in any publication of the Academy, content must help fulfill the Academy's [mission](#). Thus, accepted articles are objective, are topical, provide strong evidence for its conclusions, and are consistent with helping to advance interest in the public policy work of the Academy and/or the actuarial profession.

Additionally, to assure high quality, the Academy employs a diligent peer-review process to evaluate manuscripts for actuarial accuracy and significance, as well as clarity, and concision.

Finally, an article may be declined for publication due to the limited space in the magazine.

D. Article Submission and Review Procedures

To produce an article that fulfills the criteria for publication and is accepted, authors should follow these three steps to submit an article, each of which draws from the author's existing process so as not to create any additional work.

A status determination (see below) is made at each step, and feedback is given to the author to assist in refining content.

1. CONCEPT AND APPEAL

The author submits a very brief email that simply describes the concept of the proposed article, including:

- 1) Brief statement of the subject, scope, depth, and practical or theoretical significance of article proposed.
- 2) Who will be interested in reading the article and why?
- 3) How does the article stand out from others in the profession?
- 4) How is it relevant to events or issues facing the profession or the public today?

2. SYNOPSIS

If the concept is accepted, the author submits a synopsis as follows:

- 1) Provide a brief summary or outline for the article.
- 2) What are the major claims/conclusions of the article?
- 3) How are the claims/conclusions supported? Cite sources and methodology of any primary or secondary research.
- 4) Please provide information as described in section E. of this policy, "E. Financial Disclosures / Conflict of Interest."

The author may submit the synopsis in any format, including documentation s/he would create in his/her own writing process. As such, it can be in the form of an abstract, an outline, bullet points, or other format the author already uses as long as it addresses the four questions above. Please make every effort to keep it brief (no more than one page if possible).

3. Review and comply with the [Guidelines for Manuscript Submission](#)

STATUS DETERMINATION

At each step during the submission process – concept, synopsis, draft, final – articles will be categorized into one of five categories:

1. Acceptance: Clear for publication with or without editorial revisions.
2. Accepted Pending Minor Revision: Some revisions are required before it can be accepted outright.
3. On Hold Pending a Major Revision: There is interest in the article. But, it is not acceptable in its current form and must be revised before it can be considered for publication.
4. Partial Decline: There is interest. However, significant work must be done to meet criteria for publication.
5. Full Decline: Publication is declined, typically due to, but not limited to, grounds of special interest, lack of novelty, insufficient thought leadership, and/or major technical or interpretational problems. Due to the thorough submission review process, a status determination of “Full Decline” is final.

At each check-in point, the author will receive an email detailing the article’s status determination, reasoning for the determination, and recommendations of revisions needed to meet the standards for publication.

E. Financial Associations / Conflict of Interest

All authors must disclose all relationships with any person, organization or other entity that could be perceived to have a financial interest in the matters that are the subject of the manuscript. Such relationships include employment, research funding, income (e.g., fees for consulting, or speaking), or ownership interests in or from an organization that may gain or lose financially from the work being submitted for publication.

Disclosure of financial associations of authors helps the reader to understand the perspective those relationships may bring to information reported in the published article. These relationships will be disclosed if the article is published.

Additionally, all authors must disclose any conflict of interest or any situation which may call into question their professional objectivity related to the subject of the manuscript. Such disclosure or failure to make such disclosure may result in the manuscript being declined for publication depending on the specific circumstances.

F. Authorship

It is the responsibility of every person listed as an author of an article published in *Contingencies* to have contributed in a meaningful and identifiable way.

G. Copyrights/Permissions

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