

Criteria articles for The Actuary written by third parties (January 16, 2024)

1. The article must provide clear added value for the target audience (actuaries, board members) and be in line with current events and not previously published.
2. An article is maximum 1200 words (2 pages) long, or less if graphs and/or formulas are used (see also next point). Articles will be forwarded to the AG knowledge base.
3. Any graphic material (graphs, tables) must be supplied in Excel or eps format to be processed correctly by the layout. When using (a lot of) graphic material, the maximum number of words should be reduced proportionally. The maximum number of graphs and tables per article is two. Please note: graphs and images can generally not be taken from the Internet due to copyright reasons but must be created by yourself and delivered in the source file (Excel, eps or PowerPoint).
4. With an article, a good passport photo in high resolution in jpg and proper title should be mailed by the author.
5. Writing style:
 - a. There should be a unified and preferably scholarly writing style.
 - b. Care should be taken to avoid giving the article the character of an advertisement or commercial promotion.
 - c. Under no circumstances should the article mention names of commercial products, unless several products are being compared in a comparative sense.
 - d. The article should be consistently stated in the 'we', or 'I' form.
 - e. There should be a clear distinction between "opinions" and "facts."
 - f. Assertions should be substantiated as much as possible, with practical examples and source citations where possible.
 - g. The use of footnotes (via References) is permitted, however, subject to available space.
 - h. The same applies to bibliographies.
6. Mentionable, pertinent facts about the author or the author's company should not be included in the article, but will be included in a separate box, limited and with clear reference to the source.
7. The article should have innovative elements in it and should not be an enumeration of existing theories.
8. The article should contain a clear introduction that concisely and catchily summarizes the essence, question or objective.
9. The elaboration of the article should be balanced in the sense that substantiation of positions should include consideration of any drawbacks and/or other common relevant dissenting opinions
10. The article shall end with a short clear conclusion.
11. An article is no longer than two pages, or a maximum of 1200 words.
12. The stated deadline is hard; if the deadline is not met, the reserved space may be used for another article.
13. Formulas should be supplied based on GIF images (600DPI) using codecogs' online formula generator. The number of formulas should be reduced to the minimum necessary. (<http://www.codecogs.com/components/equationeditor/equationeditor.php>)

14. The author and not the board AG, nor the Editorial Board of The Actuary, is liable for the content of the articles (see also the disclaimer in The Actuary).

15. When an author submits a piece to The Actuary for publication, the author implicitly indicates that the material is free of copyright. Neither the AG Board nor the Editorial Board of The Actuary accepts any liability for any copyright infringement by the author and will recover any damages in full from the author.

16. For submissions, the article remains the property of the author, and the editorial board of The Actuary may use and re-post the article as it sees fit.

For interviews, the copyright belongs to The Actuary and the interviewees may use the article at their own discretion and for their own responsibility. When placed in other media, the piece must be provided with a source reference: 'This article appeared on (date) in The Actuary'.

17. The editors reserve the right not to publish an article without giving reasons and will ensure compliance with the above rules. It is also up to the editors to determine in which issue an article will be placed. This depends in particular on the theme of the issue, the number of articles submitted and the amount of available pages in any issue.

Print proof and corrections

18. Authors and interviewees should confirm the final article for approval by e-mail. Authors of technical articles (with graphs and or formulas) will receive a print proof for approval. The introduction of new text or input after the proof, other than the correction of incorrectly formatted copy, may be charged due to the additional work involved.

19. Any corrections to the proof should be indicated in Adobe with "add note" and "mark text".