



THE WORKERS' COMPENSATION INSTITUTE EDITORIAL GUIDELINES FOR WEBSITE SUBMISSIONS

The Workers' Compensation Institute (WCI) is a nonprofit educational organization that serves as a comprehensive resource to all workers' compensation stakeholders. The WCI website contains state-specific and national workers' compensation news and feature articles targeted toward claims professionals, the legal and medical communities, insurers/brokers/agents, employers, and employees. In addition to providing information to all stakeholders, the website offers a platform for interaction and community-building and promotes the annual national conference. We welcome website submissions of bylined articles and press releases from companies and individuals based on the following editorial guidelines.

- Bylined articles must be of general interest to members of the workers' compensation community (claims professionals, risk managers, health care and medical providers, legal community, insurance executives, employers, employees). The articles may be state-specific (e.g., new legislation in California) or broader-based (e.g., How to Create an Effective Safety Program; Return-to-Work Can Save You Money). While case studies or proprietary data may be cited, articles should not be "advertorials" for specific companies or products.
- Articles may not have appeared previously in wide circulation (limited prior release to membership groups, clients and the like is acceptable).
- Original articles are embargoed until publication on the WCI website, after which the author may distribute to other media or interested parties, provided the article carries the tag line: "This article originally appeared on DATE on the Workers' Compensation Institute's website, and is republished here with permission." Linking to the WCI website is encouraged and unrestricted.

LENGTH: Recommended length is 600 - 900 words; longer articles will be considered.

FORMAT: Word document, Times New Roman, 12-point, single space, no headers or footers or special formatting.

ID: Author/Company byline appears at the top of article. Author/Company is further identified at the end of the article in an 85-word maximum description provided by the Author/Company. Corporate logo and author photo will appear with the article if provided by Author/Company.

DEADLINE: Time-sensitive articles may carry a deadline, which will be mutually agreed upon by the author and WCI.

We also welcome podcasts, webinars, slideshows and powerpoint presentations. Please contact us for information on submitting these materials.

Press releases publicizing a company's or person's accomplishments, new products, financial results/ratings, and the like are accepted. Press releases are subject to editing and will be posted by the WCI editor as time permits.

Thank you for your interest in submitting material to the WCI website.

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