

URMIA *Insights* Writer Guidelines

Insights is the online newsletter of the University Risk Management and Insurance Association. It includes short, timely articles. These feature thoughtful commentary on higher education risk management, showcase our members' best practices and innovative tools, and share important information from the association's leadership. *Insights* also includes member news (e.g., promotions, retirements, awards, speaking engagements, publications, etc.). URMIA members and others are welcome to submit content at any time for consideration.

Member News Guidelines

Member news items should answer the questions of who, what, where, and when (date). You are encouraged to submit your own news or news about other URMIA members.

Article Text Guidelines

Articles typically run 500-2,000 words, but we may consider longer articles. We cannot accept articles that promote specific products or services. Please submit as a Microsoft Word® file. Submissions will be edited by the National Office staff, as necessary.

Titles: We applaud clever titles, but the most important thing is for the title to concisely convey your actual topic. Try to keep your title to a maximum of 80 characters. Please avoid subtitles.

Bullet Lists: Use this format sparingly. We will not accept multi-level bullet lists. Instead, we encourage you to organize your specific points into sections with headers.

Citing Sources: Please do not use footnotes. Instead, we prefer that you provide, as appropriate, an "additional resources" section at the end of your article, including URMIA*Network* discussion threads and URMIA Library resources you found helpful.

Writer Photo

Please submit a separate, professional "headshot" photograph of yourself. It should be a minimum 640 x 640 pixels at a resolution of 300 pixels per inch saved as a JPG or PNG file. We will crop/scale it to fit. URMIA member: you should upload this same photo to your member profile and make sure your profile is up to date in case your peers wish to engage with you.

Additional Graphics

Other article graphics (e.g., graphs, illustrative photos, tables, etc.) should be labelled and provided as separate high-resolution JPG or PNG files. Please confirm that you have permission from the original creator for us to reproduce the image. If so, then provide the name of the source and, if copyright credit is required, then give us exact instructions on how the creator wishes to be cited.