

## **ABOUT URMIA *Insights***

*Insights* is an online news and topical resource for members of the University Risk Management and Insurance Association (URMIA). It features:

- Original articles covering timely topics and emerging issues in higher education risk management
- Best practices and innovative tools
- Q&A interviews with thought leaders
- Updates from URMIA's staff and leadership

URMIA members and others are welcome to submit content at any time for consideration.

### **Article Text Guidelines**

Our members are busy people. Therefore, we ask that articles run between 500-1,000 words. Upon occasion, 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 URMIA staff, as necessary.

*Titles:* We applaud clever titles, but the most important thing is for the title to concisely convey the essence of your actual topic, as this improves retrieval by keyword search. Please keep your title to a maximum of 80 characters, including spaces. Please try to avoid subtitles.

*Section Headers:* We encourage the use of section headers followed by 1-2 paragraphs related to the section header. This helps readers pick out points quickly and easily.

*Bullet Lists:* Use this format sparingly. We will not accept multi-level bullet lists.

*Citing Sources:* Please do not use footnotes. Instead, we prefer that you provide, as appropriate, a "resources" list with hyperlinks at the end of your article. These should include resources available to the public, as well as URMIA *network* discussion threads and Library resources. In addition, you may hyperlink to a source from a title within body text.

### **Article Graphics**

Graphics (e.g., graphs, illustrative photos, tables, etc.) are helpful to include. If you use graphics, please label and provide each one as a separate high-resolution JPG or PNG file. Also, show where in the article you imagine each graphic should be placed.

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.

### **Author Headshot(s)**

Authors should submit a high-quality headshot photo with a minimum size of 640 x 640 pixels and saved at high resolution (300 pixels per inch) as a JPG or PNG file. We will size and crop the photo to square for the article. If you are an URMIA member, please make sure your member profile page is updated and that you have your updated headshot on it.

### **Questions**

Call URMIA at 812-727-7130 or [contact us](#).