Employee Benefit Plan Review

AUTHOR GUIDELINES AND PUBLICATION POLICY

Employee Benefit Plan Review ("EBPR") is a monthly national subscription-based journal published by Wolters Kluwer Law & Business that covers topics related to the management and administration of health and welfare benefits, pension benefits, employer communications, and compensation issues. In addition, EBPR reports on legislative and regulatory developments and publishes in-depth interviews with benefits and compensation executives and personnel.

All feature articles and columns are bylined and are written by experts in various companies, compensation or benefits specialists, and consultants, practitioners, and lawyers.

Publication Policies

EBPR is a professional publication devoted to articles that contribute to professional practice and that provide substantive information on compensation and benefits planning, implementation, change, regulation, research application, and management. Our readership includes managers and executives with corporate responsibility for human resources, compensation and benefits, and finance and employment law, as well as providers of products and services in those areas.

EBPR encourages the submission of manuscripts from experts in the field. In submitted articles, the use of graphics (charts, tables, exhibits, graphs, etc.) to enhance the readers' understanding of a topic or issue is also encouraged.

EBPR emphasizes quality and clarity of exposition. In assessing potential contributions, EBPR considers the value of the information to EBPR's audience, the substantive contribution to the broadly defined field of compensation and benefits management, and the overall quality of the manuscript. The decision to publish is made by the Editor-in-Chief.

EBPR strives to analyze complex information and provide clear, concise analysis and guidance to our readers. Our tone is practical and readable. The use of extensive endnotes and citations is discouraged.

Manuscript submission implies a commitment to publish in EBPR. Previously published papers and papers under review by other journals are not acceptable except in rare cases. Articles adapted from book-length works in progress will be considered for prior publication, with attention given to the necessary copyright arrangements.

Guidelines For Authors

Approximate word count: 1,250 to 4,000 words

Authors are encouraged to communicate with the Editor-in-Chief prior to preparing and submitting their articles.

Text should be submitted via e-mail, in Microsoft Word format as an attachment.

Type subheads flush left, with a one-line space above and below.

Articles should be written in neutral, third-person voice. "You," "I," "We," and similar terms will be changed. "This article" is discouraged.

Articles must appear as continuous prose, with full sentences. Outline format must be converted to ordinary paragraphs with transitional sentences. An author's internal headings should not be relied on as the sole means of making points or transitions.

First reference to any persons should include full names. Authors are responsible for verifying correct spelling and titles. First references to entities should include the entity's full title, followed by the acronym (if any) that will be used throughout the rest of the article, in parentheses.

Excessive use of quotation marks should be avoided. They should not be used when referring to a few ordinary words of a speaker or writer. They are appropriate for coined phrases, but only those that are unfamiliar, and only on first reference.

Internal references in an article are favored over endnotes. If endnotes must be used, the total number of endnotes per article should be limited.

Authors should attach the following on separate pages:

1.   A cover sheet giving the article title and each author or co-author's professional or academic affiliation, current mailing address, telephone number, fax number, and e-mail address;

2.   An abstract of 50-75 words; and

3.   For each author or co-author, a biographical statement of no more than 50 words, written in the third person, including an e-mail address.

Artwork

Authors should place each illustration on a separate page at the end of the article. Indicate desired placement in the text (e.g., "Exhibit 1 here"). Tables should be prepared in the same program as text, preferably Microsoft Word. Graphics, charts, and illustrations should be submitted in EPS files or TIFF files of at least 300 dpi resolution. It is preferable if the original is larger than the anticipated image size for publication; that is because it is not difficult to retain

image quality when reducing the size but trying to make an original piece of art larger often results in poor quality images. Please submit art ASAP for review and approval; if art is deemed non-useable by the publisher, the art department will let you know and explain. All exhibits and tables should be typed or professionally typeset. If exhibits are placed into a Word file from another program, the original file must be included on the disk. Imbedded files cannot be manipulated without the source file.

Submission And Acceptance

Submit one copy of the manuscript to the Editor-in-Chief via e-mail to the address indicated below.

There is no payment for articles; contributors will receive copies of the issue in which their article is published.

Articles are subject to editorial revision.

Manuscript not accepted for publication will not be returned.

Retain an original copy of your manuscript for your files.

Please let us know if you have any other questions about contributing to EBPR, or if you would like to discuss a particular topic in greater detail.

Thanks for your interest!

Contact Information

To submit articles, or for further information, please contact the Editor-in-Chief:

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