

Editorial Guidelines for Submission of Articles for the Voluntary Benefits Magazine

The editorial guidelines below are here to assist you in understanding the types of articles we will accept and will not accept for inclusion in our magazine. Please read these guidelines prior to submitting an article.

- Articles must be original and must not have been published previously or be under consideration by another publication.
- Articles must be educational and informative.
- Articles can be up to 2,000 words.
- Advertorial, commercial or sales articles will not be accepted. While we appreciate cutting edge articles on topics which can include new ideas and new marketing concepts, our readers wish to be educated and not sold. Articles should not mention the author's name or company's name. You have the option to include a 500 word (maximum) bio that will appear after your article where you can mention your name or your company's name. Articles cannot be an advertisement, promotional material, press release or include excessive self-promotion.
- You may include a 500 word bio with your article where you can "sell" your company or yourself. Please include the company/personal bio at the end of the article. Do not send a separate bio or resume.
- Please include a high quality digital picture (headshot) with your article and a bio (either personal or company) when you submit your article.
- Charts, graphs and other graphics can be included.
- Articles submitted must be the final draft, no rough drafts please. Please do not leave "Track Changes" on the document or send the document with edits or comments.
- Provide a suggested title for your article.

If you are interested in writing an article, please feel free to email the editor your ideas at info@voluntarybenefitsmagazine.com.

All articles, bios and pictures should be sent to info@voluntarybenefitsmagazine.com.

Thank you in advance for all submissions!

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