

Actuarial Review

Statement of Purpose and Editorial Policy

Statement of Purpose

The *AR* is an official publication of the Casualty Actuarial Society (CAS). The purpose of the *AR* is to provide CAS members with news and views regarding items of professional interest to casualty actuaries.

The following editorial policy serves to guide the *AR* editorial staff, which is composed of CAS staff and the *AR* Working Group (ARWG), as they make decisions about the content and the format of the *AR*.

Editorial Policy

1. *AR* will print news articles that are of professional interest.

Most articles will be about the insurance industry, regulatory authorities, the CAS, other actuarial organizations if such news has an impact on the CAS, actuarial science, emerging areas of interest to actuaries, and members of the CAS.

2. *AR* will not print any piece titled “Editorial.”

The title “Editorial” may be suggestive of an official opinion of the CAS. In lieu of this term, *AR* will use “In My Opinion,” “Random Sampler” or “Opinion.” Authorship of opinion pieces is not limited to the *AR* editorial staff; the editorial staff may ask others to write opinion pieces or print a piece that they think is appropriate.

3. *AR* will make it clear that all opinions expressed in the *AR* represent the views of the writers and are not intended to represent the position of the CAS.

AR readers may not be fully aware that opinion pieces in *AR* represent just the views of their authors. The editors of *AR* will be especially sensitive to this possibility and will take reasonable actions necessary to make sure the character of these pieces is clear and unambiguous.

To make it clear that opinions are those of the writer, and not of the CAS, the *AR* will not use CAS designated titles in signing an article unless appropriate to do so. For example, a working group chairperson would be identified as such if the article reported on a working group’s activities but would not be so identified if the article expressed an opinion or was on an unrelated topic. Authors and editors may also opt to include an editor’s note indicating that

the opinion expressed is solely the author's and not that of the author's employer or CAS working group/task force/committee or the CAS.

In addition, the magazine's masthead includes the following statement: The Casualty Actuarial Society is not responsible for statements or opinions expressed in the articles, discussions or letters printed in *Actuarial Review*.

4. **AR will determine whether an opinion piece is printed based on its general interest to members.**

One goal of the AR is to provide a forum for members to discuss professional issues, and therefore there should be no censorship, or the appearance of censorship, of ideas. Opinion pieces and letters are encouraged to fuel discussion and ensure that all sides of an issue can be expressed. In some cases, items may be censored for legal reasons. However, generally, all opinions (as well as news items) which adhere to the Editorial Policy and which contribute to a public debate on professional issues of importance to members are printed.

Opinion pieces and letters should adhere to the following guidelines.

- *Shall not:*
 - Contain personal attacks or statements directly or implicitly denigrating the characters of individuals or particular groups.
 - Contain false or unsubstantiated claims.
 - Contain political rhetoric.
 - Contain remarks that are considered to be in bad taste, too self-promotional, or of a personal nature.
 - Use AR as a platform for an ulterior purpose OR use *Actuarial Review* as a platform for advocacy unrelated to published content
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- Should be written clearly and concisely and should not require substantial editing. Word count for opinion pieces is between 700 and 1,500 words. Letters are required to be no more than 250 words.
- No recurrence of topics; issues previously addressed will not be the subject of continued opinion pieces or letters to the editor, unless substantially new and pertinent information is provided. Letters must address content covered in AR. No more than one letter from an

individual can appear in every other issue.

- Must include the author's name and phone number or email address so the editorial staff can confirm the author. Anonymous submissions will not be published. However, at the request of the writer, a letter or opinion piece may be printed with a name withheld under special circumstances.
 - Content regarding the Board of Directors or individual departmental policies should be directed to the appropriate staff and volunteer groups (e.g., Board, working groups, committees, task forces or councils) instead of the AR.
 - Submissions are subject to space limitations and are not guaranteed to be published in the issue for the time period during which they are submitted. Submissions from CAS members will be given preference all other factors equal; letters from non-members will be labeled as such.

An opinions review subgroup (ORS) of the ARWG reviews opinion submissions. This subgroup is composed of the AR Editor in Chief, CAS Vice-President Administration, AR Opinions Editor, AR Managing Editor, CAS Editorial/Production Manager, and one to three members of the ARWG who will be chosen randomly to serve on this subgroup.

The AR editorial volunteer and staff team reserves the right to decline or request changes to any submission that does not conform to this policy. These decisions shall be made at the discretion of the AR Working Group and CAS staff.

5. AR may provide an element of amusement in addition to news and views pieces.

A relatively high proportion of CAS members enjoy puzzles, and the AR will typically provide a puzzle column. Columns featuring news of members, such as "Downtime" and "50 Year Fellows," may be published. Columns such as "Humor Me," poetry and other items that members may find amusing enhance the visual appearance of the AR and provide a welcome break from more serious articles.

6. AR articles are generally written by members and staff of the CAS.

CAS Members and staff are in the best position to write articles that are of professional interest to members, and this promotes the use of the *AR* as a forum for CAS members. However, articles by freelancers and nonmembers are acceptable if of special interest to members, such as a discussion of the dynamics of tornadoes written by a meteorologist.

7. *AR* articles, with rare exception, are subject to editing and copyfitting.

Exceptions— In very rare circumstances, an agreement may be made not to edit a submission. For example, there may be an agreement to print, without editing, a statement by the CAS Board.

News Articles— The *AR* strives to present articles written in the format of news articles (rather than as a committee report, for example), and that are clear, concise, and well-written.

Opinion Pieces— Letters, “Random Sampler,” “From the President” and other such opinion pieces are usually not edited as much as news articles. Letters may be edited for clarity and as a courtesy to the writer. If a letter requires substantial editing, or is unacceptable for publication (see #4), the editor may attempt to discuss it with the author before a final decision not to publish.

Copyfitting or Cutting —Sometimes content must be cut substantially to fit the space available; this is usually done as the *AR* is being formatted for the printer, and because of tight deadlines the writer(s) of such articles are not contacted. In some cases, an entire article might be eliminated and either held for the next issue or not used at all.

8. *AR* accepts paid advertisements.

Since 2013, the *AR* has printed paid and in-house (CAS) advertisements. The *AR* will continue to print brief notices of academic job descriptions, and may cite books, software, or other tools that would be of interest to members.

9. The ARWG will review opinions and provide advice and counsel to the CAS editorial staff of the *Actuarial Review*.

Opinions Review. ARWG members can volunteer or be randomly chosen to review opinions along with *Actuarial Review* editor in chief, the *Actuarial Review* managing editor, the CAS Editorial/Production Manager and one ex officio member, the VP-Administration. This grouping provides advice and counsel to the CAS editorial staff and authors of *Actuarial Review*.

Basic Functions of the Opinions Review Subgroup (ORS). Two primary types of functions are envisioned for this group: recurring functions and special functions.

A. Recurring Functions: Randomly selected ARWG members will routinely review the regular opinion pieces appearing in each issue of the AR (“Random Sampler,” “In My Opinion,” and “President’s Message”) and counsel CAS editorial staff regarding the suitability of material for publication. In addition, ORS members can (1) solicit CAS members to generate alternative points of view, (2) suggest professional issues that the *Actuarial Review* should address, and (3) occasionally write an opinion piece for either of these publications (for example, an “In My Opinion,” a “Random Sampler,” or equivalent).

B. Special Functions. As requested by the CAS editorial staff, randomly selected ARWG members will provide advice and counsel regarding letters to the editor or the non-opinion content of *Actuarial Review*.

Ex Officio Member. The VP-Administration shall serve.