

# COMPLIANCE WEEK

## EDITORIAL GUIDELINES

### Introduction

Compliance Week regularly publishes Guest Columns (“Columns”) from governance, risk and compliance executives at public companies. These Editorial Guidelines should help authors (“Authors”) of Columns understand Compliance Week’s basic requirements.

Please note that Compliance Week *only* accepts Guest Columns from public company executives; Compliance Week’s Editorial Guidelines prevent us from publishing Columns from consulting firms, law firms, accounting firms, software firms, or other entities that market products, services or guidance to executives at public companies. \*

### Content Guidelines

01. Columns should focus on issues of corporate governance, risk or compliance for public companies;
02. Columns should provide practical recommendations for compliance or “best practices”;
03. Columns should be written by governance, risk or compliance executives at public companies;

### Important Requirements

04. Columns must avoid self-promotion, and should not focus on author’s core business; \*
05. Columns must be original to the author and must not be in the public domain;
06. Columns must not infringe or violate any law or the intellectual property rights of any third person;
07. Columns must not have been published, sold, licensed, pledged or otherwise encumbered;

### Editing And Usage

08. Columns should avoid legalese, footnotes, jargon, or other practices that deviate from normative journalism;
09. Columns are subject to Compliance Week’s standard editing process;
10. Columns are published or withheld at the discretion of Compliance Week editors;

### Ownership And Rights

11. Authors agree to assign unlimited, perpetual, worldwide rights, title and interest—including, without limitation, all print, electronic and licensing rights in and to the Column—to Compliance Week;
12. Authors shall have the limited right to reprint Columns provided Compliance Week is duly informed, and provided the Columns include the following language: “Originally published in Compliance Week. Reprinted with permission. © 2008 Financial Media Holdings Group, Inc. All Rights Reserved. Compliance Week can be found at <http://www.complianceweek.com>. Call (888) 519-9200 for more information.”

### Submission Instructions

13. Columns should be approximately 1,000 words;
14. Columns should be submitted in Microsoft Word to [editor@complianceweek.com](mailto:editor@complianceweek.com);
15. Columns should be accompanied by a complete bio and high-resolution (200 dpi) photo of author.

### Instructions

Please sign and fax these Editorial Guidelines to (800) 675-1887; by signing below, you acknowledge you understand and will abide by these Editorial Guidelines:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\* Compliance Week will not accept Columns from consulting firms, law firms, accounting firms, software firms, or other entities that market products, services or guidance to executives at public companies. Compliance Week will also not accept Columns that raise conflict-of-interest questions about the author and the subject covered. For example, a Column titled, “How BPM Software Can Help Minimize Compliance Costs,” authored by an executive at a BPM software company, would not be accepted.

Such solution-centric columns are widely known as “white papers.” To promote white papers, client alerts or other thought leadership—or to market your company, product or solution—please contact Barry Greenfield in Compliance Week’s Boston office, 888-519-9200 or [bgreenfield@complianceweek.com](mailto:bgreenfield@complianceweek.com). Thank you.