



SOFE Publications Schedule 2016-2017

Examiner Winter 2016

Week of Nov 1 Issue Planning Teleconference
Dec. 2 Edited copy and TOC to HQ
Dec.9 Page Proof Edits Completed
Dec. 13 Posted to website for notice to members

Jan/Feb-2017

Jan 19 Executive Committee Meeting

Insight Jan/ Feb - CDS Preliminary Info;
Mar 1 deadline : Dues/CRE

Jan 23 Articles/information to headquarters
Feb 3 Page Proof Edits Completed
Feb. 10 Posted to website for notice to members

Examiner Spring

Week of Feb 3 Issue Planning Teleconference
Feb 27 Edited copy and TOC to HQ
Mar 9 Page Proof Edits Completed
Mar 16 Posted to website for notice to members

March/April

April 8-11 NAIC Spring Meeting
April 12 Executive Committee Meeting

Insight Apr/ May - Includes CDS Updates

Apr 13 Articles and information to headquarters
Apr 20 Page Proof Edits Completed
Apr 26 Posted to website for notice to members

May/June

Examiner Summer –NAIC Spring Meeting Notes
Week of Apr 13 Issue Planning Teleconference
May 29 Edited copy and TOC due to HQ
June 8 Page Proof Edits Completed
June 15 Posted to website for notice to members

July/August

CDS July 23-26 /NAIC Summer Meeting Aug 5-8

September/October

October 20 Executive Committee Meeting

Insight Sept/Oct. CDS Wrap Up

Aug 27 Articles and information to headquarters
Sept 5 Page Proof Edits Completed
Sept 11 Posted to website for notice to members

Examiner Fall – NAIC Summer Meeting Notes

Week of Aug. 5 Committee Orientation Teleconference
Week of Sept 7 Issue Planning Teleconference
Sept 7 Edited copy and TOC due to HQ
Sept 14 Page Proof Edits Completed
Sept. 21 Posted to website for notice to members

November/December

Insight Nov/Dec – Dues& CRE alerts
CDS /CFP /Sponsor dates

Nov 6 Articles/ information to headquarters Nov.
Nov 13 Page Proof Edits Completed
Nov 20 Posted to website for notice to members

Dec 2-5 NAIC Fall Meeting

Examiner Winter

Week of Nov 1 Issue Planning Teleconference
Dec 4 Edited copy and TOC to HQ
Dec 11 Page Proof Edits Completed
Dec 18 Posted to website for notice to members

SOFE PUBLICATION SUBMISSION REQUIREMENTS

Feature articles are typically 2500–4000 words and/or 2–5 pages in length.

Articles are due in final form, fact-checked and without typos, errors or other edits required.

Original article content must be submitted in **MS Word format** to sofe@sofe.org with “SOFE *Examiner*” as the email title. The following must be submitted with the article:

- A current, one paragraph biography for each author
- A completed SOFE Publication Release Form signed by each author
- Any accompanying photos and/or charts

Questions on subject matter for articles should be addressed to the Publications Committee Chair at sofe@sofe.org

SOFE PUBLICATION RELEASE FORM - AUTHOR

I, the undersigned, do hereby grant The Society of Financial Examiners (SOFE) permission to print my original article in *The Examiner* professional magazine.

Title Author(s) Email Address

The *Examiner* publication is provided for members and regulators on a quarterly basis and is available to members via the SOFE website at www.sofe.org. A limited number of hard copies may be printed for availability at various SOFE or industry events.

I certify that I am the owner and originator of the article submitted, that my sources have been appropriately credited in the article and permissions have been obtained for use of any information not originated by me in this article.

I (Author) agree that SOFE has editorial privileges to change this article for grammar, punctuation and formatting reasons. Any changes to the content or substance of the article must be discussed with the Author(s) and approved prior to publication.

I agree that I have read the information provided above in this form and will adhere to the deadlines, submission requirements and policies stated on the publications schedule and in the release form above.

Print Name

Signature

Date

Please scan and email completed release form to sofe@sofe.org (Prepare one form per author)

SOFE REPRINT PUBLICATION RELEASE FORM - PUBLISHER

I, the undersigned, do hereby grant The Society of Financial Examiners (SOFE) permission to re-print the following article in *The Examiner* professional magazine.

Title Author(s) Email Address

Author(s)

Original Publication / Magazine / Journal / Newspaper

Issue and Date of Original Publication

The *Examiner* publication is provided for members and regulators on a quarterly basis and is available to members via the SOFE website at www.sofe.org. A limited number of hard copies may be printed for availability at various SOFE or industry events.

I (Publisher) acknowledge that SOFE will include a source citation indicating the original publication issue and date. If specific source citation verbiage is requested by the original publisher, I will provide this verbiage to SOFE with this release form.

I (Publisher) agree that SOFE has editorial privileges to change this article for formatting reasons. Any changes to the content or substance of the article must be discussed with the Author(s) and the Publisher and approved prior to publication.

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