General Guidelines - ILA Newsletter Contributions 2024

Content and Format:

- The content must be of interest to ILA members:

    - Must touch on governance topics

    - Must be directed to Directors, or other Corporate Governance Professionals

- The article must have a minimum 500 words and a maximum of 1200

- No advertisements for specific companies or services provided by the author can be included in the text

- A maximum of three articles from Premium or Premium Gold Members can be published per newsletter

- Themed Newsletters: ILA plans a series of themed Newsletters (i.e., May issue will focus on Diversity), when several contributions are made for a themed newsletter, the following rules apply:

    - Different angles will need to be considered in each article

    - The ILA Communication team will communicate with the members having submitted the articles to let them know when the same topic is been addressed, and when a different angle is needed

    - In this case first come first serve rule will be followed, meaning the first article received and approved will have priority and the following articles will need to be amended if the same angle is addressed

Review and approval process prior to publication

- The articles will be submitted to the ILA Communication and ILA Executive Team for approval:

    - Draft articles must be submitted 10 days before the planned publication date (Newsletter)

    - If small edits are requested, the text will need to be resubmitted for final approval once the edits have been implemented

    - If major changes are needed, the ILA Communication team may suggest a later publication date in order the text to be reworked properly

    - The ILA Communication team reserves the right to reject submissions that do not meet the guidelines described in this section

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