

***Mobility's* Editorial Policy**

Mobility is a forum for the exchange of information and ideas with the purpose of advancing the professionalism of the global workforce *Mobility* industry. Toward this end, *Mobility* accepts articles on a variety of topics. Your article may reflect your opinion about a particular issue of interest to the workforce mobility industry, summarize research you have conducted about an aspect of employee relocation, raise a question that you believe the industry needs to address, or simply recount an experience you believe provided a useful lesson. Regardless of your topic, articles accepted for publication must be previously unpublished and contain no commercial message.

Choosing Your Topic

You may already have an idea what you would like to write about, but if you do not, contact Kristin White to find out what topics are currently of interest to our readers.

Please view our submission form for assistance in developing your article idea.

Writing Your Article

Although the *Mobility* editorial staff will edit your copy for style, there are a few things to keep in mind that will make this job easier.

1. All quotes must be attributed. When you quote or refer to someone, the first mention should include the full name, company name, and location (city, state). After the first mention, refer to him or her by last name only.
2. Avoid footnotes. Where it is necessary to credit or reference a source, do it in the narrative, e.g., "According to Worldwide ERC®'s Relocation Trends Survey, . . ."
3. Tables and charts do add interest to the story, but keep in mind that because of the constraints of the magazine layout, it may be impossible to place them at a particular point in the article. Therefore, the article should refer to the chart or table in a way that will encourage the reader to look for it.
4. If there is information related to your topic that you wish to share, but that does not belong within the body of your main article, you may wish to provide a sidebar that could be published along with your article. The sidebar should be relevant to the article, but able to stand alone, i.e., it should not be necessary to read the article to understand the sidebar.

Submitting Your Article

Copy submitted to *Mobility* should be in its final form. Although we are happy to help you in any way that we can during your drafting process, time constraints prohibit us from reviewing multiple drafts of an article. Once you have submitted your article, the *Mobility* staff will review it and make a determination as to whether it is acceptable for publication. Several things go into this decision. First is whether or not the material submitted falls within *Mobility's* editorial policy as mentioned above and whether your topic would be of interest to our readers. Next we look at how well-

written the article is and whether it can be edited to meet our standards. Do not let this last consideration intimidate you. We frequently work with authors extensively to help them publish an article that contains an innovative idea or important information. Once we have determined that your article is acceptable for publication in *Mobility*, we will send you a letter to that effect. Generally, we do not know which issue it will appear in at that time. But, if you have not provided one, we will ask you to provide a short author's biography, a black and white photo of yourself, and a signed copyright release form (All material published in *Mobility* is copyrighted and becomes the property of Worldwide ERC®. Written permission is required to reprint the article in another publication or as a handout). *Mobility* copy is edited and formatted for production in a personal computer environment using Microsoft Word. Page layout is conducted on a MacIntosh computer using QuarkExpress. Thus, *Mobility* is capable of importing documents created in many other word processing programs, but not necessarily all of them. If you provide your article on a diskette, please provide a clean, legible, double-spaced copy on white paper along with your diskette. Another option is to e-mail the article to *Mobility*.

The Editing Process

The *Mobility* editorial staff will edit your copy thoroughly with several goals in mind. Our foremost goal is to ensure that your ideas and information are conveyed clearly, logically, and concisely. We also will be editing it for proper grammar and to be sure that it conforms to *Mobility*'s editorial style. As a result, many people find that the final edited version of their article is significantly different from their original submission. We want our authors to be happy with the articles we finally publish, and we recognize that during the editing process, we may misunderstand an author's intended meaning. Therefore, if we edit your article extensively, we will send the edited version to you for your approval.

Awards and Rewards

One of the benefits of writing for *Mobility* is that it provides a way to earn recognition from your co-workers and peers in the relocation industry. Every year, at Worldwide ERC®'s National Relocation Conference, *Mobility* recognizes the best articles published during the past year by presenting the author(s) with an Editorial Achievement Award. Additionally, to recognize and extend its gratitude for the contributions of time and effort made by its members, Worldwide ERC® has a Service Recognition Program, based on service points awarded for various contributions made. For each *Mobility* article published, Worldwide ERC® members can earn two points toward a Meritorious Service Award (granted after earning 10 service points) or Distinguished Service Award (granted after earning 25 service points).