

## Guidelines for Submitting an Article to The Knowledge Center

Thank you for your interest in contributing an article for the TASA Knowledge Center. Please review the guidelines below before submitting your article.

1. The article should be educational and informative, not promotional. It might discuss a trend in your field today, your perspective on certain types of cases or jobs, or any information that clients would find helpful. Articles average 3-6 pages in length.
2. Please send your article in a Word document, with any photos or graphs in .jpg files.
3. If the article is not original and has been published elsewhere, including online, you must own the rights or obtain permission from the publication or website where it was previously printed. If you have any questions concerning how to find out about the rights to your article, please contact us at [marketing@tasenet.com](mailto:marketing@tasenet.com).
4. Shared authorship presents additional issues that we will need to discuss.
5. After reviewing your article, we will send you a publishing agreement to sign. This gives TASA non-exclusive rights to publish your article on our website while you maintain the right to publish it elsewhere. We cannot publish your article without your signature on this agreement.
6. If you write an article that pertains to a real case, please omit any information pointing to a specific individual, product, named court case, etc., for example, brand and model names, persons, places, dates, etc. Confidentiality must be maintained.
7. There will be no byline. Your Expert/Consultant ID number will be included so that clients can reference you. When clients click on your ID number, your profile will appear. The only way that our currently-listed experts received an ID number was by going to [www.TASAnet.com](http://www.TASAnet.com) or [www.TASconsulting.com](http://www.TASconsulting.com), and registering on the site. There, you create a short biography and password. All current experts may register for free by entering the following promo code: BMXGY&@#2008! after submitting their information. The exclamation point is part of the promo code. If you registered on the TASconsulting site, your information was carried over to the new TASAnet.com site.
8. We will email your article back to you with highlighted revisions through Word's Track Changes program, noting any grammatical, structural, and spelling corrections. You can then approve the changes and/or send us your own revisions.

Once again, we would like to thank you for sharing your time and expertise. If you have any questions, please email [marketing@tasenet.com](mailto:marketing@tasenet.com), and Pat Pinciotti or Marci Maffei in the TASA Marketing Department will reply. You can also call us at 800-523-2319.