



# North American Actuarial Journal

LEADING THE WAY WITH ORIGINAL RESEARCH AND INNOVATIVE APPLICATIONS FOR ACTUARIAL SCIENCE

## **GUIDELINES FOR REFEREES**

The enclosed paper has been submitted for publication in the *North American Actuarial Journal*. You have been selected, as a subject matter expert, to read this paper and determine its suitability for publication in the *NAAJ*. If you can fulfill this request, we are much obliged. If you are not able to assist us at this time because you feel inadequately qualified, have concerns about possible conflicts of interest, or are unable to respond in a timely manner, please contact Kathryn Wiener without delay.

### **Information about the Journal**

The *North American Actuarial Journal (NAAJ)* is the premier publication of the Society of Actuaries and its only refereed journal. In addition to the Society membership, it serves the international, scientific, academic, business, and governmental communities, making it the most widely distributed actuarial journal. When a paper is published in the *NAAJ*, it becomes part of the permanent body of actuarial literature, thus contributing to the Society of Actuaries' reputation as an education and research body.

### **Editorial Statement**

The *NAAJ* scientifically addresses the domestic and international problems, interests and concerns of actuaries, their customers and public policy decision-makers.

The *NAAJ* publishes papers from traditional fields of actuarial practice, such as life and health insurance, pensions, employee benefits, property and casualty insurance, and finance and investments. Papers from new or developing areas of actuarial practice are especially welcome. We seek to stimulate research on emerging public policy debates, technology improvements, demographic trends, multidisciplinary topics, globalization issues, and the like.

### **Types of Papers**

In general, we are looking to publish papers in the *NAAJ* that provide a springboard for the further development of education, research, or improved practice. Types of papers include but are not limited to those that:

- Present original research or new applications of existing research in actuarial science.
- Educate actuarial candidates or members of the actuarial profession.
- Survey timely topics in an actuarial context.
- Offer useful insights in topics important to practicing actuaries.
- Combine disparate aspects of an actuarial subject into a unified whole.
- Promote dialogue or research on developing issues of interest to actuaries.

## **Instructions for Reviewing Papers**

We are asking you, as a reviewer to objectively judge the quality of the enclosed manuscript. Please prepare your remarks about the enclosed paper in two parts:

1. A recommendation to the editor of the journal
2. A report for the author of the paper.

Both parts of your review should be sent to the Associate Editor responsible for the paper and to Kathryn Wiener

## **Recommendation to the Editor**

Include the following in your recommendation:

- Your overall assessment of the paper—its content, its place in the context of related study, its contribution to the actuarial profession, etc.
- Your thoughts on the quality of presentation and, if necessary, suggestions for improving it. Any comments concerning the language, title, abstract, citations, or such should be included here.
- Your recommended decision regarding publishing—accept, revise, or return to author. *Accept* means you would publish the paper in its current form or with some minor modifications. *Revise* means the paper needs substantial revision, but you would encourage the author to do so because the paper contains valuable information. *Return to author* means you think the quality or the subject matter is not appropriate for the journal.

## **Report to the Author**

This report allows you to offer constructive assistance and criticism to the author. Please be sensitive to the author and convey your feedback in a positive way. Your comments should include a brief summary of what you think the author is trying to accomplish, a discussion of any flaws you feel the paper may contain, and detailed directions for recommended changes. It is not necessary to make editorial remarks on punctuation; spelling or grammar, as accepted papers are edited before publication.

*To remain anonymous*, please do not print the report on your letterhead or sign your name. Also, do not include the decision you recommended to the editor.

## **Confidentiality**

Please remember that manuscripts submitted for review are confidential. Reviewers should not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration.

## **Additional Assistance**

If you have any questions about the review process, the production process, or need additional assistance, please contact Kathryn Wiener, Communications Assistant at the SOA by phone at (847) 706-3501 or by e-mail at [kwienner@soa.org](mailto:kwienner@soa.org).

## **Editor**

The editor of the *NAAJ* is also available to assist you. Please contact Mary Hardy by e-mail at [mrhardy@math.uwaterloo.ca](mailto:mrhardy@math.uwaterloo.ca).

## **Submissions**

For information about submitting a paper for possible publication in the *NAAJ*, request a copy of "Submission Guidelines for Authors" from Kathryn Wiener



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