Call for Papers Template

On behalf of the Casualty Actuarial Society (CAS), the **[insert Committee name here]** is sponsoring a call for papers relating to **[topic]**. **[Purpose/history of this call paper program]**

The Committee welcomes papers on any **[committee]**-related topic. Suggested topics may include:

* **[Example of Topic]**
* **[Example of Topic]**
* **[Example of Topic]**
* **[Example of Topic]**

Authors of accepted papers may be invited to present their work at the **[Meeting/Seminar]**. In addition, the papers will be published in the CAS E-Forum and will be available on the CAS Web Site prior to the **Meeting/Seminar**. A **[$ Amount]** prize fund is available to offer prizes for the best submission(s). Both CAS members and non-members are invited to submit proposals for papers.

Call Paper Timetable:   
Timely submission of the papers is critical to the success of the program. The procedures and timetable enumerated below will apply.

1. *Deadline for Proposals*  
   By **[Date]**, authors should submit a one to two page proposal for their papers including the title, a short description of the topic(s) to be addressed, the approach that will be taken, and a survey of existing actuarial literature on the subject (title and abstract of a maximum of the five most relevant papers). Proposals, along with authors’ contact information, should be submitted via e-mail to the Casualty Actuarial Society at **[staff liaison’s email address]**. Please put "[**name of call paper program**]" in the subject line.
2. *Acceptance of Proposals*  
   By **[Date]**, the Committee will make a decision on all proposals. The number of accepted proposals might be limited. The Committee will contact authors regarding their proposals.
3. *Monitoring Progress*  
   A Committee member will be assigned to work with each author to monitor the paper's progress and provide general guidance in completing the paper within the specified timelines. Interim drafts, based on a schedule proposed by the author, may be requested. By **[Date]**, a first draft of the completed paper (including an abstract of no more than 200 words) will be submitted to the assigned Committee member for review and comments. By **[Date]**, all comments on the first draft will have been forwarded to the author.
4. *Completion Date*  
   By **[Date]**, the **[Committee]** must receive the completed paper with a 200-word abstract. Authors should also provide the classifications for their papers based on the [CAS Research Taxonomy](http://www.casact.org/research/dare/index.cfm?fa=taxonomy). Each paper will be screened by the Committee to assure its quality of exposition and relevance to the call. The Committee may require further rewriting of the paper to bring it to an acceptable standard.
5. *Approving the Completed Paper*  
   By **[Date]**, all authors will have been notified as to the results of this screening process. Before that time, the Committee will try to give authors time to respond to comments from the screening process. Accepted papers will be published in the CAS *E-Forum* and will be available on the CAS Web Site prior to the **[meeting/seminar at which the papers will be presented]**. The Committee will determine which papers are published in the CAS *E-Forum*. The Committee reserves the right to not publish a submission.
6. ***Presenting the Paper***  
   Authors may be invited to present their papers at the **[Meeting/Seminar Name]** scheduled for **[Date/Location of Meeting/Seminar].** Each invited author should make every effort to attend the **[Meeting/Seminar]** and present his/her paper. These authors will be contacted in advance of the meeting.
7. *Prize Competition*  
   All papers submitted and accepted in response to the call and meeting the minimum standards established by the Committee will be included in the **[Prize Name]** Competition. A prize fund of **[$ amount]** is available for papers submitted in response to the call. If awarded, prizes will be presented to the author(s) at the **[meeting/seminar name]**. There is also no guarantee that the total monetary fund, set at a level to recognize more than one paper, shall be exhausted. The criteria for evaluation will reflect:
   * Originality of ideas;
   * Clarity of presentation;
   * Contribution to reinsurance literature; and,
   * Thorough treatment of those ideas.
8. *Submission Guidelines*  
   Papers must be no more than 10,000 words and should be prepared in accordance with the [Research Paper Template](http://www.casact.org/research/index.cfm?fa=template), and the procedures in the [Guide for Submission](http://www.casact.org/pubs/forum/index.cfm?fa=forum) to CAS *E-Forum* on the CAS Web Site. Additional guidance for the preparation of technical papers for publication is provided in the Guides for the Submission of Papers on the CAS Web Site. Authors will be required to execute a “[Permission to Publish](http://www.casact.org/pubs/forum/eforumpermission.pdf)” form, which formally grants the CAS permission to publish the paper. Authors are encouraged to submit working templates in spreadsheet form for models or methods discussed or developed in their papers and/or PowerPoint presentations incorporating the details of the paper's calculations. The spreadsheets and presentations will be posted on the CAS Web Site along with the paper.

It is hoped that the authors will also submit their papers for publication in Variance in accordance with [its submission procedures](http://www.variancejournal.org/submit/). However, acceptance of a paper for this call does not guarantee its acceptance for publication in Variance.

The **[Committee]** looks forward to receiving proposals in response to the call, and is happy to respond to inquiries from interested parties.

Questions may be addressed to **[Committee/Chairperson]** via e-mail at [**[contact person’s email address]**](mailto:cwidowski@casact.org). Your participation in this effort to produce new papers will contribute to the written body of knowledge for the CAS and to the success of the **[Name]** Call Paper Program.