



INTERACT Guidelines

ICSEW Communication Subcommittee

Format

Please submit all articles with the following formatting:

Arial font, size 12, 300 words preferred.

Remove extra spaces or line breaks.

Black text only.

Identify yourself as the writer within the document (preferably near the title).

Include a photo or graphic with your article.

****All photos of people must be accompanied by the photo release form found at icsew.wa.gov****

Submission: Articles should be sent to icsew@ofm.wa.gov.

Types of Articles

The mission of the ICSEW is to better the lives of state employees by advising the Governor and agencies on policies that affect state-employed women.

We invite articles on any topic! *Please be aware that the editors of the InterAct reserve the right to ensure your article relates to the above mission.* Our members may contact you to make modifications to your article and notify you when it will be published.

Feature Articles

- Women Who Make a Difference
Share your kudos of an awesome woman in your agency who truly makes a difference. Write an article detailing her work and we will feature her in our publication!
 - Why do you find her inspiring? What lessons have you learned from her? How has she made a difference? Whom does her work benefit? Has she recently completed any noteworthy projects? What are her hobbies?
- Agency in the Spotlight
Share how your agency makes state work the best it can be!
 - What makes your agency a great place to work? Why are you proud to be employed there? How does your agency support state-employed women? What has your agency done to better the conditions for women?

Remember, as an ICSEW Representative, you are required to submit at least one article during your term.