



INTERACT Guidelines

Format

Please submit all articles with the following formatting:

Arial font, size 12. Black text only.

Articles should be as long as it takes to fully explain the topic, *but please keep in mind, InterAct editors will edit the article for brevity and clarity.*

If you wrote the article, please identify yourself as the author and identify your agency. If you are re-sharing an article from your agency that has already been published, please cite the source as well as the original author and make sure you have their permission to re-share it.

Photos and graphics: If you are submitting photos or graphics, please identify the photographer. If it is a license-free stock image, please cite the source it came from. All photos and graphics should be sent as *attachments* and in high resolution JPG or PNG form.

Types of Articles

We invite articles on any topic, as long as it is relevant to the mission and values of ICSEW.

Mission: to better the lives of state employees by advising the Governor and agencies on policies that affect state-employed women.

Values: Wellbeing, Advocacy, Leadership, Integrity, Fostering growth, Empowerment

Email articles to icsew@ofm.wa.gov with INTERACT BLOG in the subject line.

We also take regular submissions on the following topics:

- **Womxn Who Make a Difference:**
Is there a womxn in your agency who truly makes a difference? Tell us what makes her inspiring with facts, and *examples* that show her in action.
- **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? What has your agency done to better the environment inclusive and equitable for womxn and people of color?
- **Diversity corner:** We are in search of writers who can write engaging content and raise awareness of monthly observances, and highlight state agencies and business resource groups working to dismantle systemic oppression and white supremacy culture.

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