

PSAI Guidelines for Press Releases and Ads

<u>Press releases</u> will be run free on a space-available basis. Releases from member companies will be given priority if space is at a premium. Press release guidelines:

- 400 words or fewer
- Fact/news-based
- Press releases deemed to be advertising will be discussed with the person/entity submitting
 the copy. They can either be re-submitted in an edited format that meets PSAI standards for
 free press releases or they can be submitted as paid advertising. Customary ad rates and
 discounts will apply.
- The PSAI reserves the right, without liability, to edit any press release for length and to reject content that does not meet its standards. See more information in the disclaimer section at the end of this document.

Examples:

{Company} Announces the Release of {Product}

FOR IMMEDIATE RELEASE

 $\{City, State\} - \{Company/Corporation\}$ is proud to announce the launch of $\{product\}$, a $\{brief description of the product\}$ that will $\{basics/aims of the product\}$.

The product will (more details about what this product will do, added benefits to previous versions/rivals in the market).

{Quote from someone high-ranking involved with the product – highlighting the impact it will have/why they made the product}.

(Additional technical information/details regarding the product's features).

{Pricing and availability information}

{Boilerplate}

(Press Contact Information)



(Company) Announces (Findings) FOR IMMEDIATE RELEASE

 $\label{eq:company} $$ \{City, State\} - \{Company/Corporation\} \ conducted \{format \ of \ research\} \ which \ found \ \{findings\}. \ This \ will \ \{Brief \ description \ of \ what/who \ will \ be \ impacted \ by \ this\}.$

{Quote from an important individual from the project describing why this research is important/why they conducted this/possible future ramifications}.

{Additional detailed technical information about the findings and the research methods conducted}.

{Boilerplate}

(Press Contact Information)

{Company/Employee} Wins {Award Name} Award for {Year/Month's} Top {Category}

FOR IMMEDIATE RELEASE

{City, State, Date} - {Company/Employee} was awarded the {Award Name} on {day} for outstanding {Category/Accomplishment}.

{Brief information about what the award is and what it's for and who it's awarded to historically (what industry, etc.), how the award is decided}.

{Quote from individual from the company talking about how they're grateful and what they stand for}.

{Information about the organization/individual that led them to win the award}.

(Boilerplate about winning Company/Employee).

{Press contact information}

{Name} Appointed New {Designation} of {Company}

FOR IMMEDIATE RELEASE

 $\{City, State, Date\} - \{Company\}\$ has announced the appointment of $\{Name\}$ as their new $\{Designation\}$.

{Major achievements about individual – previous designation/any awards/expertise in field}.

{Quote from the individual talking about what they want to achieve with the company, how they intend to serve}.

(Any additional details regarding the individual and post - what the job may entail).

{Boilerplate}



<u>Advertorials</u> are paid article-length items giving information about a product in the style of an editorial or objective journalistic piece. Advertorials will be run on a mutually agreeable date determined at the time the space is purchased. Advertorial guidelines:

- 1000 words or fewer
- Banner at the top will disclose that the article is a paid advertisement
- The advertorial may not state, suggest, or imply that the product or service is endorsed by the PSAI
- The PSAI reserves the right, without liability, to reject content that does not meet its standards. See more information in the disclaimer section at the end of this document.

Example of advertorial without accompanying ad:





Example of advertorial with accompanying ad:



<u>Paid advertising</u> typically includes art and copy designed to promote a company's products or services. Advertising will run on a mutually agreeable date determined at the time the space is purchased. Advertising guidelines:

- Ads are due no later than 5 days before the date of publication for Association Insight and by the advertised due date for other PSAI publications. Ads submitted later will be included if possible but are not guaranteed.
- Ads must be submitted in sizes published by the PSAI in its annual Visibility Kit.
- The advertorial may not state, suggest, or imply that the product or service is endorsed by the PSAI
- The PSAI reserves the right, without liability, to reject content that does not meet its standards. See more information in the disclaimer section at the end of this document.



Examples of ads:





Disclaimer: The PSAI reserves the right, without liability, to reject, omit, or exclude any press release, advertorial, or advertisement for any reason at any time, whether or not such a submission was previously acknowledged, accepted, or published. Proposing firm/agency shall not submit content to the PSAI that is discriminatory in matters of sex, race, religion, color, national origin, gender identity, age, physical handicap or other improper basis, or advertising that contains derogatory comments about the firm's competitor organizations, products, systems, or services. Firm is responsible for securing the rights to publish images included in content submitted.