Editorial content and contacts

General information and contacts

The STEP editorial team is always looking for engaging, relevant, informative, timely content for our various channels.

- **Kaitlyn.Gutzke@step.org** is managing editor and runs the *STEP Journal*, *STEP Journal*+ and *Trust Quarterly Review* (TQR) on a day-to-day basis; she is the best contact for content discussions about articles in either of those publications.

- For general enquiries on submission and editorial guidelines, forward features and style guides please visit [www.step.org/step-journal/contribute](http://www.step.org/step-journal/contribute) or email Loren.Harway@step.org – he also manages the STEP Directory Jurisdiction Reports.

- **Helen.Swire@step.org**, is news editor and manages the News Digests and membership newsletter.

- **Blathain.Iqbal@step.org** is head of editorial, leads the team and the best point of contact for general, non-commercial content issues and queries.

Across the range of publications, STEP maintains editorial autonomy and requires contributors to agree to the policy and submission guidelines document sent to all those interested in submitting to the publications.

Promotional material outside the remit of advertorials or adverts is not accepted. For more information on commercial opportunities, please visit [www.step.org/step-journal/advertise](http://www.step.org/step-journal/advertise) or contact Tom.Fountain@thinkpublishing

Please send any general press releases to editor@step.org.

Proposals that follow the [editorial submission guidelines](#) for the relevant publication are processed first.

**STEP Journal**

The *STEP Journal*, a key member benefit, is designed to be accessible to the general, global readership. It is published in print and online six times per year, with ~25 articles in each issue. Each issue has a regional and topic focus, as detailed on a separate forward features document, which also sets out the editorial deadlines for the year’s issues. There is generally a lead-time of six to eight weeks before publication.
Not all articles in each issue fall into one of the focuses – there is also a selection of general features and regular columns, e.g. investment and philanthropy. Articles are generally either 750 or 1,400 words (one or two pages). We commission both proactively and reactively: such as from suggestions by firms and individuals, either directly or via a PR agency.

Submitted articles are house styled and edited by STEP staff, and reviewed by the relevant editorial board (comprised of STEP members) before publication. STEP strongly encourages proposals are put forward to the managing editor for consideration before articles are written and submitted.

**STEP Journal**

For more time-sensitive and jurisdiction-specific content, we have recently introduced the *STEP Journal*. This is an online-exclusive content channel distributed to members via e-newsletters and social media platforms.

**Trust Quarterly Review**

The TQR – another member benefit – is published four times per year online. It is a more analytical, technical publication compared to the Journal, with considerably longer, in-depth pieces that primarily focus on trusts. The typical word count starts at around 3,000 words, and can go up to 8,000 (though the latter is rare).

**News Digests**

STEP produces five email news digests each week: the UK and International are sent out on Mondays and Thursdays, and LatAm and North America on alternate Tuesdays and Wednesdays.

Both members and non-members subscribe to the digests, which consist of aggregated news from elsewhere – we do not produce our own news, for the most part. Stories that will be of most interest and relevance to our readers are researched – around eight or so each digest – and written, with a longer lead story for each digest.

All stories include links to the source material. In the case of law firms, this might be a link to an interesting report commissioned by the firm, or to a briefing by the firm on an important new judgment. We also include quotes from experts – often these are sourced from the original material, but where timing and resources permit, we include commentary provided by our contacts. Please email editor@step.org if you wish to provide commentary on a recent news stories you think may be of interest to subscribers.

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