SUBMISSION GUIDELINES

ASPPH’s public weekly newsletter, the Friday Letter, is the trusted source of academic public health information disseminated to the local and global academic and practice community at large. The newsletter contains newsworthy and timely information from ASPPH-member schools and programs of public health and public health partner organizations that further our community’s shared mission to improve the health of every person through education, research, practice, and policy. This publication aims for inclusiveness and clarity at all levels of content and creation.

GENERAL GUIDELINES

- ASPPH accepts one submission per email newsletter in the category of your choosing.
- Submission must include a valid and publicly accessible URL.
- The current Friday Letter website will transition to a blog-like site.
  - ASPPH accepts up to one submission per category each week for publication on our Friday Letter blog website.
- All submissions to the newsletter and blog site are due by Tuesday at 5:00 PM ET.
- Submissions that reference member school or program rankings will not be accepted.
- Images must be submitted with every article.
  - Only landscape images will be accepted.
  - If you do not have a specific image that corresponds with your article you may submit an image of your institution or logo.
- Article titles are limited to 50-60 characters.
- School/Program short name does not need to be submitted before article/event title. ASPPH code automatically populates short name upon article/event submission.
- Friday Letter COVID-19 Coverage newsletter will transition back to the standard Friday Letter. As such, the following category will be removed:
  - COVID-19 Preparedness and Response
- We will no longer publish events in the Friday Letter. However, you may submit your institution’s events to the events calendar on our website.

ASPPH News

Latest updates and announcements on ASPPH-led initiatives, opportunities, events, and advocacy efforts. This section is managed by ASPPH staff.

Members in the News

Submissions that feature a dean, faculty/staff member, student, or alumni quoted in a reputable third-party media outlet. Submissions must be accessible to the public.
### Examples of acceptable articles

- “School/Program Name: Professor Jane Doe Speaks to New York Times About Trends in COVID-19 Vaccine Distribution”
- “School/Program Name: Local Public Health Experts Weigh In On What Groups Are Most At-Risk”
- “School/Program Name: Faculty Quoted on National Public Radio (NPR) Regarding the Number of COVID Deaths”

### Examples of articles that would NOT be accepted for this section

- Articles from news outlets that require a payment/subscription to access
- Articles cannot be from internal university communications (university newsletter/ newspaper, blog, podcast)

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## Member Research & Reports

Current innovative and groundbreaking research and reports conducted by schools and programs of public health. Research or report must be published in a peer reviewed journal. **Subscription-based publications will not be accepted.**

### Examples of acceptable articles

- “School/Program Name: Researchers Contribute to Surgeon General’s Report on Social Determinants of Health”
- “School/Program Name: Study Finds Exposure to Secondhand Smoke Increases Risk for High LDL Cholesterol Levels”
- “School/Program Name: The Role of Stress in Breast Cancer Incidence - Risk Factors, Interventions, and Directions for the Future”
- “School/Program Name: New Anti-Obesity Medication Almost Twice as Effective as Most Currently Approved Weight-Loss Drugs”

### Examples of articles that would NOT be accepted for this section

- Grant announcements (these announcements will be accepted in School & Program Updates and Faculty & Staff Honors)
- Textbook chapters
- Research that does not include public health faculty and/or staff
## School & Program Updates

Recent news of innovations, partnerships, and other efforts led by a member school or program. News must have a large impact and reverberate beyond the member institution itself. News must be tied to the member institution, or its work directly, and not be secondary in nature (e.g., hosting a lecture or a panel/conference). Accepted articles will feature news directly related to developments from member schools and programs of public health.

<table>
<thead>
<tr>
<th>Examples of appropriate articles</th>
<th>Examples of articles that would NOT be accepted in this section</th>
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<tbody>
<tr>
<td>Establishing a new center or partnership of state, national, or international prominence</td>
<td>Hosting speakers or lectures</td>
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<td>Launching a new program or facet to the school or program of public health</td>
<td>Featuring a delegation, unless it is specifically noted why it is of importance</td>
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<td>School or Program taking a stance on public health issues (e.g., local health departments accreditation)</td>
<td>Faculty speaking engagements or panels</td>
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<td>&quot;School/Program Name: Groundbreaking Gift Will Launch New Public Health Scholarship&quot;</td>
<td>Coursework</td>
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<tr>
<td>“School/Program Name: New Career Services Director Will Connect Students to Jobs, Practicums, Alumni, and Employers”</td>
<td>Student internships and fellowships</td>
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# Faculty & Staff Honors

State, national, and international accolades/achievements/awards made by the faculty and staff of accredited member schools and programs of public health. Accepted articles will focus on the highest accolades and efforts by faculty and staff and must be relevant to our target audiences.

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<th>Examples of appropriate articles</th>
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<tr>
<td>Faculty being awarded or honored by a state, national, or international organization for their public health work</td>
<td>University based awards or appointments, rankings</td>
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<td>Appointments at the city, state, national, or international level (e.g., editor-in-chief of journal, appointed to national panel or body)</td>
<td>Announcements of new faculty or faculty changes</td>
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<td>Grant announcements related to individual or group faculty members</td>
<td>Speaking engagements or panels</td>
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<td>Articles concerning the appointment of provosts, associate deans, deans</td>
<td>“School/Program Name: Faculty Paper Makes Top 20 Most-Read Articles List”</td>
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<td>“School/Program Name: Dean Appointed to Advisory Board”</td>
<td>“School/Program Name: Faculty Member’s Study Named in the Top 10 of the School’s Studies of 2020”</td>
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<td>“School/Program Name: Faculty Member Awarded by CDC for COVID-19 Efforts”</td>
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<tr>
<td>“School/Program Name: Faculty Member Receives Grant to Study Cardiovascular Risk in Low-Income Populations”</td>
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Student & Alumni Achievements

Disseminate state, national, and international accolades/achievements made by students and alumni of schools and programs of public health to highlight the benefits of an accredited education. Submissions must be tied to a newsworthy event or source instead of just a profile. Accepted articles will focus on updates from member students/alumni and be relevant to our target audiences.

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<td>Students/alumni being awarded or honored by a state, national, or international organization for their public health work</td>
<td>University based rankings</td>
</tr>
<tr>
<td>High profile appointments at the city, state, national, or international level (e.g., editor-in-chief of journal, appointed to national panel or body). Inclusion to be determined by editorial staff</td>
<td>Speaking engagements or panels</td>
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<td>Stories about student/alumni’s unique or prominent work in the public health field. Inclusion to be determined by editorial staff</td>
<td>Stories mainly related to coursework</td>
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<tr>
<td>“School/Program Name: Alumna Receives Award for Work on Mental Health in Children’s Populations”</td>
<td>Student opinion publications</td>
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<td>“School/Program Name: Study Led by Public Health Student Provides Analysis of Key Demographic Information in Clinical Trials”</td>
<td>“School/Program Name: Public Health Student Publication Named in Top 10 Most Influential Papers”</td>
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<tr>
<td>“School/Program Name: Alumni Research Shows Lack of Health Services and Transportation Impede Access to Vaccine in Communities of Color”</td>
<td>“School/Program Name: Epidemiology Student Writes Opinion Piece on School Sports During the COVID-19 Pandemic”</td>
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**Global Action**

Recent news of global innovations, strategic initiatives, and other unique global efforts led by member school or program leadership, faculty, staff, and students. News must be tied to the member institution, or its work directly, and not be secondary in nature. Accepted articles will feature news directly related to developments from member schools and programs of public health.

**Examples of appropriate articles**

- “School/Program Name: Launches Global Grants Program”
- “School/Program Name: Partners with WHO to Launch Campaign”
- “School/Program Name: Opens Satellite Campus in [Country Name]”

**Partner News**

This section highlights news from ASPPH partner organizations. Information regarding partner’s initiatives, funding opportunities, internships, and other updates of interest to the public health community and ASPPH members are included in this section. Partner events should be submitted to the events calendar.

**Examples of appropriate articles**

- “Partner Name: Virtual 2021 IPEC Interprofessional Leadership Development Program: Super Early Bird Registration”
- “Partner Name: Integrative Learning in US Undergraduate Public Health Education – Effective High-Impact Practices, Volume II”
- “Partner Name: Smoking-Free Policies and Smoking Behaviors Among Historically Black Colleges and Universities Students in the United States”
- “Partner Name: Presents the CSTE Applied Epidemiology Fellowship Program in September”
- “Partner Name: 2019 National Profile of Local Health Departments”
Events

Events can be submitted to the events calendar on our website and will no longer be featured in the weekly newsletter. Promote events that are accessible and open to the public. Registration must be open at the time of publication and articles should be submitted no later than two weeks ahead of the event. Add the title and date of the event before submitting, in this format: “day of the week, date.”

Examples of appropriate articles

“School/Program Name: Workshop: Facilitating Productive Classroom Conversations on Racism, Race, and Public Health”

FRIDAY LETTER BLOG ON ASPPH.ORG

In addition to your posts being featured in weekly newsletter, they will also be visible on ASPPH’s Friday Letter blog. This website serves as a repository for all Friday Letter submissions and further elevates the visibility of our member schools and programs and their engagement and efforts in public health research, education, and advocacy. We will accept up to one submission per category each week for publication on our Friday Letter blog website. Submissions are due by Tuesday at 5:00 PM ET.

CONTACT INFORMATION

Friday Letter questions
Contact externalrelations@aspph.org

Social Media, Marketing, Digital, and Events Inquiries
Email externalrelations@aspph.org