

KSHP Newsletter guidelines 2018

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Content is restricted to material of interest to KSHP members which is in keeping with the mission, goals and objectives of the organization. Decisions on whether to include articles and information rests with the Editor. The Editor works with the President and Board of Directors to establish a list of routine articles and author assignments for each issue as well as the deadlines. Additionally, members and non-members are welcome to submit material which is in keeping with these guidelines. Please assure that there are no copyright restrictions in submitted material. Advertisements that are in keeping with these guidelines will be considered. The fee schedule will be provided upon request. Contact the Editor for further information. The Newsletter will encourage the use of URL links to content contained on KSHP.org and other websites to conserve space.

Published issues are sent to members via email. Back issues of the Newsletter can be found on KSHP.org under the *Members tab*.

<u>Newsletter Issue</u>	<u>Deadlines</u>	<u>Editorial Content</u>
#1 March	4th Monday of February	January & February
#2 May	4th Monday of April	March & April
#3 July	4th Monday of June	May & June
#4 September	4th Monday of August	July & August
#5 November	4th Monday of October	September & October
#6 January	4th Monday of December	November & December

Overall the size of the Newsletter ranges from 6-8 pages, and totals 3000 to 4800 words. The use of pictures and graphics is encouraged.

Guidelines for the word count of articles are as follows. This is in addition to pictures, graphics, title and author information.

Presidents article	450
Actions of the Board	275
News note	100
Short article (KPRN, Poison Control, Students, etc.)	200
Significant article (Legislative, Clinical, Administrative, etc.)	450
Pre-meeting advertisement	350
Meeting recap	500
Awards recap	1000
Residency Match	650

Detailed guidelines for submissions are shown below. The time required to prepare the newsletter will be greatly reduced if articles received follow these guidelines.

1. The font is Ariel or Ariel Narrow
2. Headlines are font 14 Bold and text is font 10
3. Authors names and titles are font 11 Bold
4. Article section titles are font 12 Bold
5. Use of bullets or numbers usually do not paste well but can be reformatted by the Editor
6. Tables and graphics must be sent as jpg
7. Please provide a brief title for the article. Long sentence titles are difficult to feature in our three column format.
8. Tables, photos, and graphics contained in Word/text documents cannot be used - the author is requested to send tables, graphics and photos as jpg's
9. PDFs are not acceptable (unless in special cases - contact the Editor)
10. Authors are encouraged to send their picture - a good head and shoulders digital pic
11. Typing URL links in the article is acceptable but we will assign words/phrases in the text to activate the link and the URL itself will be hidden. In the case of a footnote or reference we usually include the entire URL.
12. Each article should provide (within the article's text; not via emails) a title (very short), authors names, degrees, certifications, email, address (city & state), their position title (KSHP/ work/student year/resident year). Please place this information within the text of the article. Do not expect the Editor to search emails to capture this information.
13. Our goal is to keep the newsletter to about 8 pages, but if we have more content we certainly will go beyond that. In general, brevity in the articles is desired; keep it short. Just give us the facts. Having less than 8 pages would be just fine if the membership perceives good value.
14. If articles or reports can appropriately reside on the website this helps avoid the need to publish lengthy newsletters. Please provide a very brief comment on the topic and include a link so the reader can go directly to the ksnp.org article.