

# IAHCSMM Communiqué

## Chapter News Submission Guidelines

IAHCSMM has been pleased to see the number of chapters that regularly contribute to *Communiqué's* Chapter News section steadily increase in recent months. Not only does this participation demonstrate a growing interest in chapter development and involvement, it also allows other IAHCSMM members—regardless of their location—to stay informed of chapters' activities and events, and glean useful information that may strengthen existing chapters or, perhaps, assist in the formation of new ones.

While it's been exciting to see Chapter News become more of a prominent feature in *Communiqué*, the large number of submissions, coupled with the space constraints of the newsletter, has made it necessary to establish some general length and style guidelines.

Please refer to the following guidelines when writing and submitting future Chapter News contributions:

1. Chapter news must be submitted no later than close of business on the 15th of the bi-monthly *Communiqué* schedule. Content submitted after that date will be included on a time- and space-available basis, or limited to the online version.
2. All Chapter News submissions must not exceed 350 words (if photos are to be included, please reduce word count accordingly to accommodate the image(s)). Note: This word count only applies to the print version of *Communiqué*; an extended Chapter News submission may be posted on IAHCSMM's online version, so feel free to provide two versions (be sure to designate which is the print version).
3. All Chapter News must be text-based (preferably in Microsoft Word). Please do not submit PDFs.
4. When submitting Chapter News, please take into consideration the issue/month in which it will be published. Given the extended publishing lead time (for example, the deadline for the Nov/Dec. issue will be Sept. 15 and the delivery date to members will be early October), some meeting dates and other dated activities highlighted in the chapter news report may need to be creatively addressed (i.e., Chapters may wish to focus on future activities/meetings in the print version and highlight past events in the extended online version).
5. All accompanying photos must be submitted separately as JPEG files, as opposed to embedded in the text. Please limit photos to one for the print version of *Communiqué* (more are acceptable for the online version). Please include a brief caption for each photo.
6. When referring to continuing education, please avoid the term 'units' (only universities may offer CEUs). Instead, refer to continuing education offerings as either 'points' or 'hours'.
7. Please avoid typing in all capital letters.
8. When typing phone numbers, please place the area code in parentheses [i.e., (xxx) 555-5555].
9. When referring to time of day (a.m./p.m.), please use lower case, with a period after each letter (i.e., 9a.m.).
10. Please address any questions regarding these guidelines and deadlines, or if you have questions about any of the terminology used in this memo to describe the formatting of your submissions (PDFs, JPEG images, embedded images, etc.) to IAHCSMM's editor, Julie Williamson (julie@iahcsmm.org).



***Thank you for your continued contributions to IAHCSMM's Chapter News!***