



**Publications Committee
Article Submission Policy**

Garden State "FOCUS" Newsmagazine

1. Articles are to be submitted to the NJ Chapter's Newsletter Editor, or the Chapter Administrator for publication consideration. The articles should be submitted as word documents via email whenever possible.
2. Articles should be double spaced. Articles should not exceed 6 pages double spaced. Should the author require more space, the NJ Chapter's Newsletter Editor, or the Chapter Administrator, must be notified in advance.
3. Articles may not be solicitous in nature. The Publications Committee reserves the right to edit or to refuse to publish an article which it deems to be solicitous.
4. Article submissions must include a *brief* biography.
5. A photograph of the author(s) is requested, however, it is not required.
6. Author(s) may not refer specifically to any facility (hospital, or other provider) by name in the article being submitted without the written permission of the facility. A copy of the written permission must be supplied to the Publications Committee with the article submission.
7. The Publications Committee must be informed if the article submitted has been previously published in another magazine. If the article has been previously published, appropriate reprint authorization must also be submitted.
8. The Publications Committee reserves the right to edit or refuse to publish any article submitted for publication.