

NOTICE TO AUTHORS

KSHP NEWSLETTER

Kentucky Society of Health-System Pharmacists

Members and non-members are encouraged to submit material for publication as long as it is of interest or related to the practice of health-system pharmacy. Speakers at KSHP or other pharmacy meetings are encouraged to submit their presentations for publication. Publication in the Journal will not preclude publication in other media. However, please assure that there are no copyright restrictions in the material submitted to KSHP. The placement of advertising in the Newsletter is welcome. The fee schedule is available upon request. The Newsletter is available to KSHP members at www.kshp.org and is sent via email to all members six times per year. Please contact the Editor if you wish to receive a sample copy via email.

Contact

Contact the Editor for matters relating to editorial content, deadlines, publication dates, and advertisement placement.

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Deadlines

The deadline for submitting articles and other news to the Editor is the 15th of the month preceding publication. The Newsletter is published on the first day of **January, March, May, July, September, and November**. Please send the article as soon as you can as that will help in planning the upcoming issues. We will publish articles on a space available basis. Please notify the Editor via email at hynnimac@yahoo.com concerning the date on which he is to expect your article.

Instructions

1. Please review some of the previous KSHP Newsletters to appreciate the layout approach and type of content.
2. Short articles are preferred. The length of a professional article should be 2-4 single spaced pages including any tables, graphics or references.
3. News notes may average 175 words. The President's article should average 500 words.

4. Please submit a picture of the author in jpg format that would be suitable to include with the article.
5. Additional pictures that would enhance presentation of articles are encouraged. All pictures should be reduced in size to approximately *web small* (448 x 336 px). Please do not send pictures that are several mb in size
6. We encourage the use of web links. Please be sure all links are functional before submitting your final copy
7. Font should be Ariel #10, single spaced throughout. Do not use paragraph settings which place extra space before or after the paragraph. Do not place extra space after section headings. A single (#10) space before paragraphs is acceptable
8. Major headings should be centered and sized at Ariel #14
9. Minor heading should be left justified using Ariel #10, or #11
10. Font size for tables should be as small as possible, i.e., #8-10
11. Place tables and graphics on separate pages and not within the text. Do not paste pictures within the text. Always send pictures as separate jpg files.
12. References should use Font #8, and be numbered, 1., 2., 3., etc.
13. When using numbered or bulleted statements please use Word software for placement instead of manually entering numbers, dots, dashes, or other symbols
14. Preferably, please send graphics as separate files in jpg format. A desirable size is "Small Document, 600 x 800 pixels". Contact the Editor if you wish to use other formats.

Thank you very much for your participation and willingness to publish in the ***KSHP Newsletter.***