

KSHP Newsletter guidelines 2020

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Published Newsletter issues are sent to KSHP members via email. The current Newsletter issue is available for all viewers at KSHP.org. Back issues of the Newsletter are archived for members only on KSHP.org (See *Members tab*)

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. 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. Material published in the Newsletter is not copyrighted so you are free to publish elsewhere. Advertisements that are in keeping with these guidelines may be considered. A fee schedule will be provided upon request.

The Newsletter welcomes articles on innovative pharmacy programs, and best practices examples to inspire optimization of medication outcomes. We seek to publish the efforts of Kentucky practitioners and their institutions in advancing pharmacy practice. Pharmacy residents throughout the Commonwealth are especially encouraged to submit such articles. If you are a resident submitting an article please be sure to have it reviewed by your preceptor prior to sending it to the Newsletter.

***Submissions are to be sent to the Editor, Cliff Hynniman at hynnimac@yahoo.com
Contact the Editor for information or additional guidance.***

<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

Target Length

The Newsletter ranges from 6-10 pages, and totals 3000 to 5000 words in addition to pictures and graphics. From experience, general guidelines for article word count are below. See also the ***attached 500-word example article on the last page.***

News notes (Board actions, KPRN, Foundation, announcements)	100-250
Short article (KPRN, Poison Control, Students, etc.)	200-300
Presidents article	400-600
Meet Your Members	400-800
General Article (Program, Practice, Resident articles)	500-600
Significant article (Legislative, Clinical, Administrative, Awards, etc.)	800-1500

Software

- Use Microsoft WORD or Apple PAGES for all articles.
- Do not send an article as an email text.
- Write the article as it should appear within the Newsletter, and attach the file to an email.
- The KSHP Newsletter is produced using Apple PAGES in 3-column layout.

Author Information

- Place at the beginning article text.
- Brief article title; the 3-column format cannot accommodate lengthy titles. Keep it short.
- Author name or names
- Author(s) degrees, certifications
- Author's KSHP position or committee
- Author(s) job title
- Organization, city
- email address(s)

Author Portrait

- Send a separately attached photo as ***.jpg**, head and shoulders of lead author to place at the beginning of the article.
- Always send pictures as a separate ***jpg** file
- Size should be a minimum of 200x300 pixels
- Never send pictures files within a WORD text or a PDF document as these will not allow flexibility to adjust and paste in the 3-column format.

Spacing and font

- Please use Ariel Narrow #10.
- Use 1.25 line spacing and indent 5 spaces at the beginning of paragraphs.
- Do not use before and after spacing for paragraphs. Set *before* = 0; set *after* = 0.

Tables, graphics, or pictures

- Please convert all tables, graphics, and pictures to ***.jpg** and send each one as a separate file.
- Never send tables, graphics or pictures files within a WORD text or a PDF document as these will not allow flexibility to adjust and paste in the 3-column format.
- All pictures must be accompanied by an appropriate (brief) caption and names of people in the picture.
- Provide an appropriate title heading for each figure, table, or graphic.
- It is desirable to indicate within the text of the article where the table or picture should be placed. This will be helpful in developing the layout; however, such placement may not always be possible.

Web Links

- The Newsletter encourages the use of URL links to content contained on KSHP.org and other websites rather than reprinting the information to conserve space.
- If a report/document can be placed on the KSHP website it then conserves space to write a brief Newsletter note calling attention to the information with a link to the website.
- Note that linked information may be deleted or changed over time. If the information is of historical importance it may be wise to include it in the text rather than depending on a link which may become non-functional or misleading over time.
- The actual link string should be hidden and a text **word or phrase made clickable**. Please locate the link string within the text following the appropriate clickable word or phrase, or make sure the make the link hot within the article before sending it to the editor.

References

- Use the AJHP format.
- If the reference list is long it may be excluded and replaced with a statement that *References are available from the author upon email request.*
- Use font Ariel Narrow #10 throughout. Do not use oversized **numbers**, or **letters**.
- Use superscript numbers within the text to indicate a reference instead of parentheses.

Additional guidances

- When in doubt follow the Instructions to Authors used by the American Journal of Health-System Pharmacy
- The abbreviation used for degrees, e.g., Doctor of Pharmacy is Pharm.D.; Not PharmD.
- Use italics instead of quotes for book titles, brochures, etc.
- Use italics for questions or other phrases where quotes may be commonly used
- Headings should be bold and font #12
- When naming people shown in pictures use names only and do not include their degrees, titles, or position
- Sometimes it may be desirable to recognize the committee members who help develop the work behind the material being submitted. See the May 2019 Newsletter, Committee on Public Policy, for a suggested method for recognition
- Avoid writing in conversational style such as you might in FB or emails.

The Subcommittee on Publications

Identifies and recommends important editorial content for the KSHP membership and produces a bimonthly electronic newsletter. The KSHP Newsletter, archived at kshp.org , serves to chronicle organizational progress, leadership vision, events, member achievements, and important professional developments for the profession and membership.

Common Activity of the Subcommittee

- Identify timely editorial content from Board meetings, Committees, and others
- Prepare BOD reports on content plans for each issue and establish Board agreement
- Render judgement on acceptability of submitted editorial content
- Work to assure that authors follow accepted KSHP Newsletter Guidelines
- Review submitted editorial content and interact with authors as needed
- Write selected articles when necessary
- Identify need for photos to enhance content and locate sources for such photos
- Layout content, edit, and prepare photos or tables, and develop appropriate and accurate captions
- Produce each of the six annual Newsletters in accordance with accepted KSHP Guidelines
- Revise Newsletter guidelines as needed and obtain Board approval
- Prepare an annual report of activities for HOD

EXAMPLE ARTICLE

Pharmacy Response to Hepatitis A Virus Outbreak in Louisville

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Since the hepatitis A virus (HAV) outbreak was declared for Louisville in November 2017, there have been 446 cases with 3 resulting in death. In response, the Louisville Metro Department of Public Health and Wellness, provider offices, and pharmacies have administered almost 73,000 HAV vaccinations. This article describes the efforts of the outpatient pharmacy department at University of Louisville Hospital (ULH) to serve employees, patients, and community at large.

After the first confirmed HAV patient case at ULH, the director of

infection prevention and control and the outpatient pharmacy manager scheduled times and locations throughout the hospital for staff to receive vaccinations. Pharmacists and pharmacy students administered vaccinations, and pharmacy technicians conducted patient screening and processed vaccination claims. One technician also played a key role in acquisition of vaccinations. When the HAV vaccination supply went on allocation, the technician worked diligently with the manufacturer representative to acquire additional product to meet the institution's needs.

Besides staffing and inventory demands, another barrier overcome in this effort was payment for employees without immunization prescription benefit coverage. This was common for some high-risk exposure contract employees such as environmental services and food and nutrition departments. Fortunately, in these situations the employee benefits office covered any patient out-of-pocket expense for the vaccination.

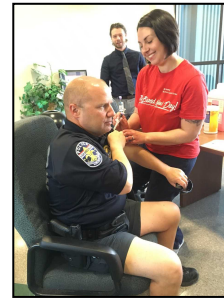
The pharmacy department at ULH also responded to requests from the medical director for Louisville Metro Public Health and Wellness to assist in vaccination efforts to protect persons in the community with the highest risk of HAV. Through this collaboration, the pharmacy team provided vaccinations at the employer sites for Louisville Metro Public Fire Department, Police Department, Emergency Services, Public Waste, and Office of Community Responsibility, as well as Western Middle School. Pharmacy students were utilized to coordinate clinic scheduling, ensure proper vaccine and supplies were ordered, and

assist at clinics. One to three pharmacists and one technician were present at each clinic. The greatest obstacles to offering these clinics were pharmacist staffing limitations and cost of pharmacy staff resources. Scheduling pharmacists off-site reduced staff in outpatient pharmacy retail and clinical practice. Additionally, many of these organizations had a small number of employees, such that the cost of pharmacy staff resources may have exceeded revenue generated through prescription billing of immunizations. However, pharmacy management prioritized this effort as it aligns with pharmacy organization goals to honor our community at large.

To date for 2018, the outpatient pharmacy at ULH has administered over 2,800 HAV vaccinations through clinics for employees and our community as well as employee and patient walk-ins. Although the urgent demand for vaccinations has largely been met, the pharmacy department anticipates the upcoming needs as employees and patients will require the second dose of the HAV vaccination series.

Reference:

<https://louisvilleky.gov/government/health-wellness/hepatitis>



Louisville Metro Police officer receives Hepatitis A vaccine.