Step-by-Step Guide for Publishing a SIG Newsletter

Step 1: Generate ideas and articles. Identify regional or topical reporters who can submit to the newsletter regularly. Possible recurring topics include Member Spotlight, New Products, From the Editor, Coordinator’s Corner, Q&A, Clinical Issues, Patient Education, Case Studies, Practice Tips, Do-It-Yourself: How to search the literature, establish evidence-based practice, meditate, hold a journal club, etc., Research Column, Announcements, News From National, Conferences, Welcome New Members, and Literature Updates. Scan other SIGs’ newsletters for ideas and to find articles that also apply to your SIG that can be reprinted. Brainstorm for pictures, figures, and tables that can accompany articles.

Step 2: Set deadlines. SIG newsletters are published according to the SIG Newsletter Publishing Schedule. Identify the submission deadlines for your particular newsletter in the far left column. Two months before each submission deadline should be the deadline for authors to submit articles to the newsletter editor. Publish these deadlines in your newsletter to encourage members to submit articles.

Step 3: Edit the articles.
- Make sure the articles are clear, accurate, and complete.
- For all authors, provide name, credentials, city, state, and e-mail address.
- For all others mentioned in the newsletter, provide credentials.
- When referring readers to a Web site, include the correct Web address.
- SIG newsletter editors are responsible for making sure that authors request and are granted permission for material reprinted or adapted from other sources (including material from other SIG newsletters). Permission should be granted on the copyright holder’s letterhead. However, if permission is granted via e-mail, the permission must include the “official” chain of messages beginning with the request and ending with the granting of permission. When a link to an article, rather than an actual article, is used, permission is not required.
- If your newsletter includes material that is in print or online elsewhere, you must add a note between the article title and the body of the text, stating that the article was printed elsewhere; the name, volume number, and issue number of the publication in which the material was published; the date of publication; and the page numbers of the original article if they are available. (Sample: The following article originally appeared in the March 2005 ONS News [Vol. 33, No. 3, p. 2]. Reprinted with permission.) Reprinted information cannot be edited.
- Count the number of articles and perform a word count for the entire issue. Each issue may have six articles plus messages from the editor and coordinator. An issue may not exceed 4,000 words. If your submission exceeds these limits, consider trimming articles or holding articles for the next issue. Consider breaking a long article into parts that can be published in consecutive issues.
- Compile a list of the SIG officers who should be listed at the end of the issue. Include SIG titles, name, credentials, city, state and e-mail addresses.
Fill out the Transmittal Sheet. Underline article titles and number articles (on both the transmittal sheet and copy submission) (i.e. 1. Coordinator’s Message)

# Title of Article, Author’s Name, Credentials
City, State abbreviation
3-mail address

The Transmittal Sheet is located online at [http://sig.vc.ons.org/](http://sig.vc.ons.org/) Scroll down under Newsletter Documents to SIG Online Newsletter Transmittal Sheet

**Step 4: Get the coordinator’s approval of the first draft.**

**Step 5: Submit the articles to ONS by the submission deadline.**

Copy should be in a standard word-processing program, such as Microsoft Word. Do not add any formatting (header/footer/non-black text/varying font sizes/lines/boxes). Simply use black, Courier New and size 12 font.

- All articles and the Transmittal Sheet must be sent at the same time, not individually. If one article needs to be revised, all copy should be held until everything can be submitted at once.
- Submit copy via e-mail to Carol DeMarco, membership specialist, Membership and Component Relations Department, at cdemarco@ons.org. Copy submitted elsewhere could result in production delays or lost copy.

**Step 6: Review the newsletter text after it is copy edited by ONS.** About a week before an issue is scheduled to be posted, an ONS copy editor will e-mail you with a Word document that contains all of the edited text. If you anticipate not being available during this time frame, please contact the copy editor responsible for your newsletter to designate another person for final proofing, such as the coordinator. Review the text carefully. You will have three days to answer any questions in bold and submit any other minor changes. Shortly after you submit your feedback, the issue will be posted and sent to the SIG’s members.
SIG Newsletter Resources

For reference formatting, please consult the *Publication Manual of the American Psychological Association* or contact an ONS copy editor (see contact information section). Templates for the most frequently used types of references are below. Every in-text citation should include the author’s last name and the year of publication. It also requires the page number if an exact quote is cited.


**Book:** Author, A.B., & Author, C.D. (Year). *Title of book.* City and state of publisher: Publisher’s name.

**Book chapter:** Author, A.B. (Year). Title of chapter. In A.B. Editor and C.D. Editor (Eds.), *Title of book (edition number, chapter page range).* City and state of publisher: Publisher’s name.

**Web site:** Author, A.B. (Year). Title of Web site. Retrieved month, day, and year, from Web site address.


### SIG Newsletters: Miscellaneous Information

#### Number of Issues

A SIG will determine it’s quarterly membership communication plan when drafting their Strategic Goals for the year. This can be either through newsletters and/or communiques and/or Virtual Community postings.

Requests for additional issues must be made to Membership and Component Relations Department Director Brian Theil (see contact information section) via a Project Funding Application. Approval is subject to availability of funding and resources of ONS’s Publications Department.

A SIG may request permission to publish a fourth issue. The criteria are as follows:

1. The editor must be in place for at least a year. If there are two editors, one must remain.
2. The newsletter(s) over a one-year period must have the maximum number of words allowed. “News From National” must not occupy a large proportion of those issues.
3. All newsletters must be submitted on time for one year.
4. After one year with four issues, project funding must be requested annually for a fourth issue, if desired.
Two SIGs may apply to publish a joint newsletter. The criteria are as follows.

1. All SIGs involved must have published all newsletters one year prior to the joint newsletter.
2. At least one of the editors must be in place.
3. The theme of the joint newsletter should be pertinent to each SIG.
4. Content should be shared equally. No SIG should dominate content.
5. One editor should be appointed (determined by all involved) to coordinate the newsletter.
6. The joint newsletter should use one of each SIG’s budgeted issues.

**Advertising**

Advertisements are acceptable in all SIG newsletters. Advertisements will be accepted after review by Membership and Component Relations Department Director Brian Theil (see contact information section).

Employment ads are acceptable from institutions (positions available) and ONS members (positions wanted) at the same rate structure used by *ONS News* (institutions $450 for 18 lines [42 characters per line] ($10 for each additional line); individuals $5 for 18 lines).

Send potential ads to Membership Specialist, Carol DeMarco (see contact information section). Include the ad’s contact person and his or her address, phone numbers, and e-mail address. Ads cannot be placed until they are approved and payment is received by the ONS National Office.

**Award Information**

Editors may choose whether newsletter content is clinical information or news and updates. All articles may be considered for the annual “SIG Newsletter Best Article Award.” The SIG must have met all requirements of publishing SIG newsletters. The criteria are: contains timely information, is relevant to SIG members, supports the SIG’s mission, has an impact on readers, demonstrates a fresh and creative approach, and is well written (clear, concise, readable, and grammatically correct).

For information about the award and how to submit an article for consideration, visit [http://sig.vc.ons.org/](http://sig.vc.ons.org/). Scroll down under General Resources for SIGs to SIG Newsletter Best Article Award Form.

**Expense Reimbursement**

$50 per year is budgeted for reimbursement for telephone expenses for the SIG newsletter editor. To obtain reimbursement, complete an ONS Reimbursement Form, available from Membership Specialist Carol DeMarco (see contact information section), and submit original telephone bills with calls to be reimbursed highlighted to the SIG coordinator. The coordinator will forward the material to the Membership and Component Relations Department Director for processing.
Permission

If an article, image, figure, or table has been printed or posted elsewhere, please make sure written permission to reuse the information is included in your copy submission. The permission can be a letter, a form, or even via e-mail (entire chain of requesting permission up to receiving permission). If you do not have permission, you can write a short blurb for the newsletter about the article and include the link to the complete online publication.

ONS contact information

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