

## 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, Research Column, Announcements, News From National, Conferences, 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 (included in this book). 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 a 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, credentials, and e-mail addresses.
- Fill out the Transmittal Sheet. The Transmittal Sheet is included in this book and is located online at <http://sig.vc.ons.org/> Scroll down under General Resources for SIGs 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.
- 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, administrative assistant, Membership and Leadership Team, at [cdemarco@ons.org](mailto: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.

**Journal article:** Author, A.B., Author, C.D., Author, E.F., Author, G.H., Author, I.J., Author, K.L., et al. (Year). Title of article. *Title of journal*, volume number (issue number), page range.

**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.

For the ONS Publishing Division Style Guide, visit <http://sig.vc.ons.org/> Scroll down under General Resources for SIGs to Oncology Publishing Division Style Guide

## **SIG Newsletters: Miscellaneous Information**

### **Number of Issues**

During a SIG's first year, it must produce at least two issues of its newsletter. Every year thereafter, it must produce three issues.

Requests for additional issues must be made to Membership/Leadership Director Angie Stengel (see contact information section) via a Project Funding Application. Approval is subject to availability of funding and resources of ONS's Periodicals Publishing Team.

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. Two of the three newsletters 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/Leadership Director Angie Stengel (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 \$425 for 18 lines [42 characters per line] (\$10 for each additional line); individuals \$5 for 18 lines).

Send potential ads to Membership/Leadership Administrative Assistant 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/>. **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/Leadership Administrative Assistant 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/Leadership Director for processing.

### **ONS contact information**

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