



PUBLICATION GUIDELINES: ***MSHP MONITOR ARTICLES***

Writing an article for the Michigan Society of Health-System Pharmacists (MSHP) *Monitor* provides you with an opportunity to become a published author and share expertise on the given topic that impacts health-system pharmacy practice or the pharmacy profession as a whole. It also allows you to highlight any progress made at your facility toward advancing health-system pharmacy such as recommendations outlined in the Pharmacy Practice Model Initiative. MSHP is always looking for volunteer authors to contribute pieces on topics that are of interest to them or that they'd like to share knowledge of with fellow practitioners.

The following are some general guidelines for submitting articles for the *MSHP Monitor* as well as descriptions of the general sections typically included in each edition. If you have any questions, please feel free to contact MPA at (517) 484-1466 or rweiss@MichiganPharmacists.org.

FORMATTING

- Byline – Please include your full name and any applicable credentials. If multiple authors contributed to the piece, please list them in the order you would like them to be in the publication.
- File format – Microsoft Word preferred
- Line spacing – Single-spaced paragraphs. One space after periods.
- Font – 12 pt. font of a reasonably legible style (e.g., don't pick Comic Sans)
- Length – Articles should be no more than 500-700 words in length. If your article exceeds 700 words, it will still be considered for publication in the *Monitor* based on the topic, as some require more extensive explanation and coverage, or it may be considered for an alternative MPA publication.
- Margins – 1" all around
- Photos – If you have any photos that accompany your article, please be sure to submit high-resolution .jpg, .png, .tiff or .gif files. In addition, please include captions and identify any individuals and/or actions in the photo(s).
- Copyright permission – If you have anything in your article such as photo(s), tables/charts or other graphics that required permission for use/publication, you must submit the appropriate copyright documentation to MPA with your materials.
- References – A complete list of references must be included with your article. References must be cited in numeric order within the text (superscript number after the appropriate sentence[s]) and a corresponding numerical listing of references must be included at the end of the article.
- Other Enhancements – You're encouraged to include graphs, tables, charts, etc. in the article. If these are graphics, please use the guidelines for photos above and submit them as separate, high-resolution files with your article. In addition, please note the copyright permission information above.
- Social Media Request Form – Please complete the online [MPA Social Media Promotion Form](#). MPA will promote your article via their social media channels once the Monitor newsletter is published.

NEWSLETTER STANDING SECTIONS

- MSHP Board of Directors – written by a Board member; generally focuses on the Society theme of the president for the year
- Committees – MSHP has nine standing Committees, each of which are assigned to complete articles highlighting their activities throughout the year as well as other professional practice topics
- Student Focus – student pharmacist-authored articles that highlight student engagement in MSHP/MPA, college of pharmacy activities and more
- Resident's Corner – resident-authored articles that highlight clinical initiatives, updated guidelines, activities at their facility and more
- Preceptor's Pearls – Incorporating student pharmacists and/or residents into pharmacy practice
- Regional Society Update – an update on activities and innovative projects from one of MSHP's four recognized regional societies

DEADLINES AND SUBMISSION

- Article deadlines for volunteer authors are as follows:
 - January edition – Dec. 1 of the prior year
 - February edition – Jan. 1
 - March edition – Feb. 1
 - April edition – March 1
 - May edition – April 1
 - June edition – May 1
 - July edition – June 1
 - August edition – July 1
 - September edition – Aug. 1
 - October edition – Sept. 1
 - November edition – Oct. 1
 - December edition – Nov. 1
- Articles and accompanying materials can be submitted to rweiss@MichiganPharmacists.org.