



American College of Osteopathic Internists • Stay True to Why You Pursued Medicine

## Newsletter Author Guidelines

Thank you for your willingness to share your knowledge, expertise, and experience by contributing an article to the ACOI newsletter.

The goal of the newsletter is to inform, educate, and support ACOI's members. By having as many diverse contributors to our monthly publication as possible, we are providing content that our members can benefit from that support the four pillars of: **Leadership; Education; Community;** and **Wellness.**

### Requirements:

**Word Count:** 600 words maximum.

Every article submitted must contain the following:

- Article title
- Full author names, professional titles, affiliations (include all doctoral and master's degrees.) Authors' names should appear according to the authors' preferred usage.
- Author contact information (email and/or cell phone)
- Author photograph
- Works cited, if applicable

Please be aware of using any copyrighted material and be sure to obtain permissions when you include previously published tables, illustrations, and other graphic elements (or anything adapted from something that has been previously published). Authors must specifically obtain permission to reprint or adapt graphic elements. Authors must also obtain written permission from patients to use their photographic images if those patients are identifiable in the images.

### Deadlines:

Articles are due by the **15th of the month** they are to be published in.

### Suggested Topics:

Check out this [list of health days/months](#) throughout the year that may help you decide on a topic. If you'd like additional suggestions or want to discuss your potential topic, please contact Katie Allen ([katie@acoi.org](mailto:katie@acoi.org)).

## **Editing:**

The ACOI reserves the right to edit all contributed articles, for length, grammar and to maximize search engine optimization keyword usage.

## **Digital Photography/Illustrations:**

High quality digital photos or illustrations may sent along with accompanying articles. We accept high resolution .jpg or .png files by email. Photographs 300dpi are preferred.

## **Promoting Your Article:**

The ACOI encourages authors to actively promote their articles through social media or other outlets. Here's a few tips to promote your article:

- Reach out to your Public Relations/Media Relations team at your facility. They may be able to help write a press release about your article and promote it to a variety of publications.
- Reach out to Katie Allen ([katie@acoi.org](mailto:katie@acoi.org)) for help crafting a social media post.

