



The Alliance for
Continuing Education in the
Health Professions

***Almanac* Editorial Policy & Guidelines for Authors**

1. The *Almanac* is the official newsletter of the Alliance and is published and distributed monthly, free of charge as a member benefit.
2. The purpose of the *Almanac* is (1) to inform the readership about the latest ideas and innovations available to CE professionals and (2) to involve the Alliance members in the organization.
3. Articles are solicited from the membership and other Alliance affiliates, without compensation. At least one author of every non-solicited article must be an Alliance member.
4. If in the judgment of the *Almanac* Editors, there is intent to sell or promote a product, program or service, the article will not be accepted.
5. Articles will be selected for publication on the basis of their relevance to the practice of CE and/or the membership. Publication decisions are made by the Editor on the basis of this Editorial policy.
6. Letters to the Editor about articles that have been published in the *Almanac* will be considered for publication if space is available.
7. The Alliance retains copyright for the *Almanac*; therefore each article submission must be accompanied by an Authorship Statement and Copyright Transfer Form, signed by each author, which transfers, assigns, or otherwise conveys all copyright ownership to the Alliance or acknowledges the work is in the public domain.

Approved by the Alliance Board of Directors, January 2010

Alliance members interested in submitting an article for publication in the *Almanac* should review the following guidelines:

- Each article should be no more than 1,500 words in length and should not have been published elsewhere. Submissions may have up to two accompanying graphics (tables and/or figures), which must be referenced in the text of the article, and should also include up to three Points for Practice.
- Submissions will be reviewed for clarity, conciseness, and careful attention to grammar. No submission that is deemed to advance the purpose of a proprietary interest will be accepted.
- All data must be referenced. References should be numbered consecutively in the order of mention and listed at the end of the article.
- Submissions should be emailed as a Word file to almanac@acehp.org, and must include:
 - The full name, academic degrees (above Bachelor's), and professional affiliation of every author;
 - The email address of the author who should receive any correspondence; and
 - A signed copyright transfer form by every author. See form below.
- If the submission includes any previously published tables or figures, the author is responsible for obtaining permission for their use from the copyright holder.
- Prepublication page proofs may be sent to the corresponding author for final review. If the proofs are not returned by the deadline, they will be considered approved for publication.

For more information, contact the Alliance at almanac@acehp.org.



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***Almanac* Authorship Statement and Copyright Transfer Form**

Each author must read and sign this form. Completed forms are to be faxed to 301/683-8131 or emailed to almanac@acehp.org. This document may be photocopied for distribution to coauthors for signatures, as necessary.

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