



Article Submission Guidelines

These guidelines are provided to assist you in having important health information published under your name in a publication that helps people, helps your business and makes a difference.

In order to have the publication look its best and be the best for your needs, these standards must be used when submitting an article. Materials submitted that do not meet these guidelines will be returned to you with an explanation.

- 1) Only articles produced by licensed healthcare professionals are excepted, unless the author provides documentation of the facts or matters claimed in the article from a well known and generally accepted third party institution or profession(al).
(This information is reviewed for correctness by our staff, however, we recognize licensed healthcare providers as authorities in the field and do not second guess the information provided. The health professional accepts all responsibility and liability for claims made.)
- 2) The Article **SHALL** be typed in a block type font, i.e. Arial, Helvetica, or similar block type. The size of the type **SHALL** be at least 12 point. The Article may be mailed or delivered but **SHALL** be received by Your HEALTH" by the published deadline, or a facsimile received on (703) 288-3174 by the deadline, or the article will not be printed.
- 3) The article must be informative and interesting to the general public and/or the healthcare community.
- 4) The article may not be self-promotional other than to present information about a new service, product or technique which will benefit the public, and the author is unique in being the only, or one of a very few, people who provides such service or product.
- 5) The material must be appropriate for the target audience so the reader will comprehend the subject matter.
- 6) 150 - 500 words in length. Longer articles can be submitted but must be very informative and interesting to the reader in order to be used. These articles can be features in the publication, but must meet stricter standards, at the sole discretion of the editorial staff. If you wish to run a feature article, contact the Editor well in advance.
- 7) Each article is printed with the permission of the contributor of the article. It is the responsibility of the contributor to assure that all material is appropriate for printing and that proper authorization has been obtained prior to submitting to Your HEALTH".
- 8) THE ARTICLE SHALL NOT speak adversely toward another person, professional, provider, service delivery system, philosophy or position.
- 9) Any claims made in the articles are considered valid when contributed by a licensed healthcare professional. Any advice, recommendations or statements of fact made in the article are the sole responsibility of the contributor.
- 10) Each contributor authorizes use of the article in and by Your HEALTH" and authorizes Your HEALTH" to publish and distribute it without any expectation of remuneration.
 - ¥ The article is totally and completely separate from the advertisement.
 - ¥ Your HEALTH" reserves the right to edit any article. Substantive editorial changes made by Your HEALTH" will be reported to the contributor to the best ability of Your HEALTH". The contributor can decide to have the article printed as edited or not have it printed at all, or make arrangements to submit other material, which, other material must, also meet these terms and conditions. Should the contributor not be available, then Your HEALTH" reserves the right to publish the article as submitted, edit the article or not print the article at all.
 - ¥ An "Exclusive Page" is a three column by nine inch advertisement that runs with an article. Be sure your article and ad are both received by Your HEALTH" because, if no article runs with the advertisement then the charge is the same.