

Missouri EMS Connection Submission Policy

*Editorial material and photos can be accepted for publication in each magazine.

The *Missouri EMS Connection* is sponsored by the Missouri Emergency Medical Services Association (MEMSA). The *Missouri EMS Connection* is published quarterly. Unless otherwise noted, all materials published in the magazine are the property of MEMSA. No articles in this publication may be reprinted without the express consent of the editor. To obtain consent, contact Mary Napier, publication editor, at mary@napiercommunications.com or (785) 783-5494.

All materials submitted become the property of MEMSA. By submitting materials, all authors are consenting to the use of their name, article, and image (when applicable) with the *Missouri EMS Connection* magazine and the MEMSA website.

Readership/Circulation:

The *Missouri EMS Connection* magazine is distributed to members of MEMSA (service directors, technicians, service providers, firefighters, etc.), ground ambulance services, EMRAs, training entities, local and state agencies, and legislators.

Editorial Board:

The *Missouri EMS Connection* Editorial Board is comprised of volunteers who have agreed to serve in the furtherance of providing a quality publication and making sure the *Missouri EMS Connection* is published to educate, inform, lead, and connect the EMS community. The board's purpose is to: oversee the development and maintenance of the MEMSA print publication and to provide a structure for the *Missouri EMS Connection* editor for advice, counsel, contracting, and editorial review.

Editorial Review Process:

In most cases, articles submitted for publication in the *Missouri EMS Connection* will be sent through an editorial review process. Reviewers consist of volunteers with knowledge in various EMS-related areas who will serve as advisers for the articles submitted. Advisers will evaluate the articles for readability, grammatical errors, focus of subject matter, and overall importance to MEMSA's readership. They will use a review recommendation process and have a chance to submit suggestions or changes back to the author before the article is finalized for publication. Advisers may also reject the article for publication.

Writers:

Articles may be submitted from various persons, however, some articles might fit into one of the pre-determined categories of the magazine. There are exceptions to those categories, though. Persons interested in writing should be passionate about the subject matter and possess the ability to write knowledgeable articles. Selected authors could be placed in a rotation for regular submission. If interested in writing, contact mary@napiercommunications.com. **See specific article submission guidelines at the end of this policy.**

Contributor Reimbursements

Contributor Reimbursements are paid at the rate of \$.05 per word up to a maximum of \$60 for the published article. Photos are paid at a rate of \$10 per published photo. Cover photos are paid at a rate of \$25 for the photo. *Contributors have the right to refuse a reimbursement for their submission.*

Article Submission Guidelines

The *Missouri EMS Connection* Editorial Board reserves the right to approve or refuse a submission for publication. Also, in order to ensure the quality of the publication, editing for grammar, spelling, punctuation, and content may occur. Every effort will be made to ensure that the context of the submission remains the same. Article submissions should be appropriate for the entire readership of the magazine or they will be refused.

Please use the following guidelines to avoid post-submission edits.

Article Data

When submitting your article, please include the following:

1. Article headline
2. Article subhead (sentence that describes article)
3. Author name, credentials (ex. MS, EMT-P, etc.), job title, and employer
4. Last, please indicate if you wish to receive a contributor reimbursement for the article or not. If you would like reimbursement, please include your address at the top of the article.

Author Bio

At the end of your article, include a small bio that begins with your name and credentials. The biography should be no more than 100 words.

Submission Type

All materials should be typed, saved as a Microsoft word document, and submitted in an electronic format via e-mail to mary@napiercommunications.com.

Word Count

Typically articles submitted are 800-1200 words in length, however length is flexible depending on the subject matter and can be shorter or longer. Please contact the editor if you need more direction.

Photos/Illustrations

We would love for you to submit photos with your article! Please do not embed photos in a word document, but send them separately as email attachments. Photos taken with a digital camera are generally satisfactory, provided the quality is acceptable. A resolution of 300 dpi is recommended for the best quality. We accept .jpg, .png, and .psd formats.

Important: At the end of the article, please include the photo name, a one or two sentence caption for each photo, and who the photo should be credited to. If you are submitting a graphic or photo not taken by yourself, you must provide documentation that indicates the *Missouri EMS Connection* has permission from the original source to use the image.

Cover Photos:

Services that are selected for cover photos may have a photographer assigned to shoot the cover for the *Missouri EMS Connection*. Services that prefer to use their own photographers must make arrangements for this with the *Missouri EMS Connection* editor well in advance. Some basic rules for cover photos include:

- Photographs for the cover MUST be a minimum of 300 dpi and at least 8"x10."
- Photographs are assessed by editorial staff for clarity, focus, and suitability of content.
- Photographs must be shot in a portrait (vertical) framing. Landscape framing (horizontal) can sometimes work with cropping. Landscape shots are accepted at the discretion of the editor.
- Photographs should avoid detail of importance at the top 3" to allow for the magazine name. (For example, you don't want faces at the very top of the image or they will get covered up.)

Note: Service spotlight photos are often featured on the cover of the *Missouri EMS Connection*. However, the Editorial Board reserves the right to use another photo on the cover if they deem it appropriate.

Tables/Graphs

Tables and graphs can be included in the article document using Word's table feature or as a PDF or .jpg. Our designer will re-create these for you, so there's no need to make them pretty. If you don't know how to make a graph, you can write out a description of what you want, and we'll create it.

REFERENCES GUIDELINES

All clinical articles must have references. Non-clinical articles are not required to have references, but must properly cite sources if included. Format citations according to the guide below.

Formatting references

Use the American Psychological Association (APA) style for referencing. However, the in-text citing will be simpler (see below). *Refrain from using any fancy end note options in Microsoft Word. Including everything as part of the main document ensures it copies and pastes correctly into our magazine layout.

In Text Citing

For in-text citing.....use in-text superscript numbers after the sentence, with no spaces

Example:

According to the Centers for Disease Control and Prevention (CDC), approximately one in 10 Americans have some form of chronic kidney injury, or chronic renal failure (CRF).²

Multiple references:or chronic renal failure (CRF).^{2,3}

End of Article Referencing

List sources at the end of the article under the "Reference" list, in the order that they appear in the article (not alphabetically), using a number followed by a period.

Example:

References

2. Centers for Disease Control & Prevention (CDC). (2015, April 20). *National Chronic Kidney Disease Fact Sheet*. Retrieved May 28, 2015, from http://www.cdc.gov/diabetes/pubs/pdf/kidney_factsheet.pdf
3. Siew, E. D., & Davenport, A. (2014). The growth of acute kidney injury: A rising tide or just closer attention to detail? *Kidney International Kidney Int*, 87(1), 46-61. doi:10.1038/ki.2014.293

Helpful Resources for authors:

For those not familiar with the APA style, here are some helpful references:

The Owl—Purdue Online Writing Lab Website <https://owl.english.purdue.edu/owl/resource/560/01/>

EasyBib: Free Bibliography Generator (note: you will need to select APA style...it automatically defaults to MLA style)

<http://www.easybib.com/>

EasyBib is very nice because it automatically places the information in the proper format (assuming you have selected APA style). You just enter the information that it asks for and then you can then download the reference list in Microsoft Word and copy and paste it into your document.

All materials for the *Missouri EMS Connection* should be sent to:

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Questions? Call 785-783-5494