



Guidelines for Contributors to *MPMA's Monthly Newsletter*

We appreciate your willingness to share your knowledge and insight with MPMA's members. The list below includes words as typically standardized by MPMA for publication. We ask that your newsletter submissions match these examples as often as possible. Thanks for your assistance!

Citation Format for All Articles

Please use AMA style to format your citations:

AMA Manual of Style: A Guide for Authors and Editors. New York: Oxford University Press.

- Quick AMA style reference from Ohio State University Library:
<https://library.osu.edu/documents/pharmacy/AMAFormat.pdf>
- Online subscription to full AMA style manual:
<https://global.oup.com/academic/product/ama-manual-of-style-11th-edition-9780197510568?type=listing&subjectcode1=1803647%7CMED00010&lang=en&cc=us>

Items to Capitalize

Association (where used to refer to MPMA)

Committee, Subcommittee, Specialty Section and Regional Chapter

Annual Meeting (also SQA Annual Meeting)

Chair

President

Secretary

Co-Chair

Vice-President

Treasurer

Vice-Chair

Past-President

Director

Past-Chair

Standardized Formats

MPMA (not 'the MPMA')

76th MPMA Annual Meeting or just **MPMA Annual Meeting** (not 'the Regional Meeting')

Subcommittee - Please refer to all Committees within an MPMA Committee or Professional Interest

Network Section as a Subcommittee to avoid confusion by readers.

January 1, 2021 (format for all dates—please always include year)

Include *advanced degrees as suffixes* (e.g. **PhD**) wherever possible and ***omit* Dr., Mr., Mrs., Ms., etc.** from names except where an international degree demands it.

Include **RQAP-GLP** designation for registered professionals.

Double-space between sentences.

I am, do not, etc. (not I'm, don't, etc.) - Please do not use contractions.

Images

Images are welcome accompaniments to articles and really add some spark to the newsletter. Please use the following guidelines when submitting images.

- ◆ Send an electronic image as a **separate file** (e.g. JPG, JPEG, GIF, PNG, PDF)
- ◆ If you only have a hard copy of an image, please scan it to a high quality PDF.
- ◆ Please send the following information with each photograph:
 - Credit Line of Original Image

- Location where photograph was taken
- Date when photograph was taken (if relevant)
- Event depicted (if not already described in article)
- Full name of every individual depicted along with, 'top,' 'left to right,' etc. For group shots, at least provide a name for the group.
- Any other unique information to make the image more interesting to readers (unless already provided in the article).