

Getting Published in *Materials Management in Health Care*

Suppliers and other sources frequently ask the editors of *Materials Management in Health Care* how they can submit an article or other information to be considered for publication. Below are instructions on the various opportunities for outside editorial contributions and what you need to know before submitting a piece for publication consideration.

FEATURE ARTICLES

Although most of our stories are written by contributing editors who have extensive backgrounds in health care supply chain reporting, we welcome submissions from outside sources, including suppliers with expertise in the topics we cover. Subjects include: supply chain management, OR supplies and device tracking, central service, infection control, nursing issues relating to the supply chain and patient safety, etc. Here are the steps to follow before submitting an article:

Step 1: Call or e-mail Bob Kehoe, executive editor, rkehoe@healthforum.com, or **(312) 893-6898** to discuss the story idea. This step is essential and will help you to avoid writing a story that may not be accepted because either we have a similar piece in-house or have recently run something similar on this topic.

Step 2: Develop an outline for editorial review. If your article idea is accepted, Bob typically will ask for a written story outline (usually a few paragraphs and bullet points) and assign a word count. This process helps to ensure the article meets our requirements and minimizes the chances of significant rewrite or major changes to the submission. Bob will assign a deadline at this time.

Step 3: Submit the article and artwork: The article, along with a brief author bio, should be submitted via e-mail to rkehoe@healthforum.com, in Microsoft Word or Simple Text. Our goal is to provide our readers with excellent photography, tables, diagrams, charts and other visuals that will enhance their understanding of the article.

SPECIFICATIONS FOR SUBMITTED PHOTOS: All electronic images should be sized at least 5 inches wide at 300 dpi resolution to ensure suitable reproduction quality. Acceptable file formats are: JPG, TIF and EPS. Any technical questions about artwork or images should be directed to: Chuck Lazar, senior graphic designer, clazar@healthforum.com, **(312) 893-6826**.

CASE IN POINT

Case in Point articles are case studies that typically run about 1,300 words in length. These reports chronicle specific achievements at hospitals and health systems in the areas of supply chain management, nursing, OR, central service and infection control. To discuss submitting a Case in Point article, contact: Bob Kehoe, executive editor, rkehoe@healthforum.com, **(312) 893-6898**.

JUST IN TIME (products)

Each issue, we typically devote at least four full pages to new products coverage in a unique format, employing large images and about 125-150 words of text. Please submit all new products to be considered for coverage at least eight weeks in advance of the publication date. Submit new products along with a photo sized at least 4 inches wide at 300 dpi resolution in JPG, TIF or EPS format to: Bob Kehoe, executive editor, rkehoe@healthforum.com, **(312) 893-6898**.