



New England Parenteral Drug Association (NEPDA) Newsletter Article Submission Policy

Revision 0 (initial), Effective March 16, 2008

Signatures / dates below

Author:	Louis T. Zaczekiewicz, President	_____	<i>Signature on file: 03/12/2008</i>
Approvers:	Jerry Boudreault, President-Elect	_____	<i>Signature on file: 03/12/2008</i>
	Rusty Morrison, Treasurer	_____	<i>Signature on file: 03/12/2008</i>
	Melissa Smith, Secretary	_____	<i>Signature on file: 03/16/2008</i>
	Myron Dittmer, Member-at-Large	_____	<i>Signature on file: 03/12/2008</i>
	Bruce Rotker, Member-at-Large	_____	<i>Signature on file: 03/12/2008</i>

1. We offer individuals, vendors, consultants, operating companies and other organizations the opportunity to submit articles for our chapter newsletters.
2. Articles are intended to educate readers, not to market or sell a specific product or service.
3. The NEPDA Newsletter also contains advertisements in accordance with the current version of the NEPDA's Newsletter Advertising Policy.
4. Articles must be submitted electronically to the Newsletter Editor in Word or an open source format.
5. Artwork must be submitted electronically at 300 dpi or better in TIF, PDF or JPG format. Individual files cannot exceed 3 MB. Submissions must be in an electronic format. We do not have the capability to scan physical artwork.
6. Artwork will be scaled down to fit the Newsletter at the sole artistic discretion of the Newsletter Editor.
7. All submissions are to be written or composed by the submitting author. Any work that was created by another person must be fully attributed to that person and evidence of that person's permission to use it within the article must be secured by the author and provided to the NEPDA prior to article submission.
8. Neither the NEPDA, nor the Global PDA, nor their respective officers or volunteers will be held liable for damages or losses caused by articles within the NEPDA Newsletter.
9. Damages to another organization as a direct result of an author's submission are the responsibility of the respective author.
10. Multiple authors without prejudice may submit articles for each newsletter up to a limit generally imposed by the Newsletter Editor based on newsletter size and content.
11. Multiple authors may contribute to articles, but each must individually formally provide permission to post the article using this form.
12. In case of errors in the article caused by NEPDA, we will perform corrections to the archived newsletter posted at our website at <http://pdachapters.org/newengland/>. The correction will not be redistributed by email except as a note in the next newsletter that the article has been corrected. The corrected version will be posted to the web archives.
13. Any allegation or evidence of plagiarism will be investigated and resolved by the NEPDA Board of Directors. If the Board determines, prior to publication, that an article constitutes plagiarism in whole or in part, it will be rejected (not published). If the plagiarism is found after the article is published, it will be removed from the electronic version of the newsletter. This action will be so noted in the next newsletter.
14. The NEPDA will distribute the newsletter electronically to all subscribers on the NEPDA database, promote it at our bi-monthly dinner meetings, and post it to our chapter website, initially as the current newsletter and then later in the archives. We cannot guarantee how long the newsletter will be available in the archives.
15. Articles must be submitted along with this completed form to the Newsletter Editor by the cutoff date listed on the NEPDA calendar at <http://pdachapters.org/newengland/>. Submission by the deadline does not ensure inclusion into the next newsletter due to space, timing and other publication constraints.
16. All submissions are final. Once an article is submitted, the author(s) will generally not be provided the opportunity to make additional changes or revisions to an article.

Author acknowledges and accepts the above policy for submitting an article for the NEPDA Newsletter.

Print Name:	_____	Title:	_____
Sign & Date:	_____	Email:	_____
Company:	_____	Phone #:	_____
Street Address:	_____	City, State, Zip Code:	_____