



# MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

## **Call for Newsletter Submissions** *Health Action Newsletter of the State Health Improvement Process (SHIP)*

### **Background**

The Health Action Newsletter is now accepting article proposals. The Health Action Newsletter is the official newsletter of the State Health Improvement Process (SHIP), which is housed in the Office of Population Health Improvement (OPHI) within the Maryland Department of Health (MDH). We need input from partners like you to make this publication engaging, relevant, and timely for our readers. Our readers range from non-profit organizations, governmental agencies, for-profit companies, to individuals. The newsletter will be distributed to all those subscribed to our listserv. Below are newsletter submission guidelines, frequently asked questions, newsletter areas of focus, and examples of topics from past articles.

For more information about the State Health Improvement Process (SHIP), please visit <https://pophealth.health.maryland.gov/Pages/SHIP.aspx>. Questions or comments about newsletter submissions: please email [mdh.marylandship@maryland.gov](mailto:mdh.marylandship@maryland.gov).

*Last Updated: February 20, 2018*

## Newsletter Submission Guidelines

- Submit all content via our Newsletter Content Google Form <https://goo.gl/WZsnze>
- Identify a newsletter “Area of Focus” that matches your piece; see below.
- Keep article word count below 100 words, as much as possible.
- Photo submissions (optional):
  - JPEG, GIF, or PNG format
  - A signed “DHMH Media Release Form” or other written consent is strongly recommended if the photo shows a person’s face.
  - If no photo is submitted, one may be included relevant to the topic.
- You may also email all content with the subject line “SHIP Newsletter Submission” to [mdh.marylandship@maryland.gov](mailto:mdh.marylandship@maryland.gov).
- Please anticipate that your article may be revised. If you require final approval for your articles revised article’s content, please request this in your submission email.
- Deadlines for receiving pieces are determined by the content of your article. If your piece:
  - Has no deadline (e.g., resource or announcement): ongoing basis.
  - Does have a deadline: at least 3 weeks before event deadline (e.g., before early bird registration is closed, or with sufficient time before an application is due).
- Please note that the review process will take at minimum two weeks before an item may be approved for publication.

## Frequently Asked Questions

**Question:** May you list the presenter's name in the article?

**Answer:** We include a link to the event's page so that readers may access up-to-date information. We generally do not include the names of presenters, excepting the Secretary of MDH, the Surgeon General, etc.

**Question:** Can you include the time or address of the event?

**Answer:** We include a link to the event's page so that readers may access up-to-date information. We generally do not include time or event address.

**Question:** I have changes to make to my article's composition. Can I make them?

**Answer:** When we revise articles, we use the Associated Press (AP) Style formatting for guidance. For more information on this style, please click here:

<https://owl.english.purdue.edu/owl/resource/735/02/>

**Question:** My event is in a week and a half, may I advertise in your newsletter?

**Answer:** In response to our readers' feedback, we try not to publish articles that have deadlines in fewer than two weeks. See above for more detail regarding the revision process that precedes the publication date. We encourage submissions to be made in advance of deadlines by at least three weeks.

If you have other questions or comments about newsletter submissions, please email [mdh.marylandship@maryland.gov](mailto:mdh.marylandship@maryland.gov).

## Newsletter Areas of Focus

<u>Article Type</u>	<u>Example Topics from Past Newsletters</u>
<b>Events</b> (e.g., conferences and trainings)	<ul style="list-style-type: none"> <li>• Maryland Rural Health Conference</li> <li>• National Association of Local Boards of Health Conference</li> <li>• Women’s Wealth and Health Equity Summit</li> <li>• Community-Based Health Literacy Interventions Workshop</li> </ul>
<b>Webinars</b> (i.e., virtual seminar and online trainings)	<ul style="list-style-type: none"> <li>• Mapping Tools for Public Health Outreach</li> <li>• Health Equity Practices for Local Health Departments</li> <li>• Learning How to Communicate Health Statistics</li> <li>• Best Practices to Improve Maternal Immunization</li> </ul>
<b>Opportunities</b> (i.e., grant or funding applications, awards, call for proposals or abstracts)	<ul style="list-style-type: none"> <li>• National Health Services Corps Site Applications</li> <li>• Rural Health Opioid Program</li> <li>• Empowered Communities for a Healthier Nation</li> <li>• 2017 Henrietta Lacks Memorial Award Nominations</li> </ul>
<b>Resources</b> (i.e., publications, tools)	<ul style="list-style-type: none"> <li>• Data-Driven Transformation in Health Care Report</li> <li>• 2017 County Health Rankings Data</li> <li>• Cultural Competency Lens to Human Trafficking</li> </ul>
<b>Announcements</b> (i.e., program updates, news)	<ul style="list-style-type: none"> <li>• Maryland Prescription Drug Monitoring Program</li> <li>• Baltimore City Awarded Accountable Health Communities Model</li> <li>• Maryland Attains National Public Health Accreditation</li> </ul>