

MSU Department of Pharmacology & Toxicology Newsletter Publication Policy

October 22, 2008

This policy guides the publication (online for now) of the newsletter of the Department of Pharmacology & Toxicology. It establishes the philosophy and a set of guiding principles for the Department's newsletter in a manner that meets professional standards.

We hope to meet our production deadline consistently and connect effectively with everyone in the PharmTox family, past, current and future. We also want to keep our name on everyone's mind by increasing awareness of our excellent research, educational, service and entrepreneurial programs.

With oversight by the Dr. James Galligan, Associate Chair and Candace Winslow, Educational Program Coordinator, the Editor, Ike Iyioke is responsible for editing and publishing the newsletter.

Publication schedule/deadline for articles

The newsletter is published during the fall, spring and summer semesters. The deadline for submission of items is Feb 6 for spring; May 8 for summer and Sep 4 for fall. Two weeks after each deadline is our publication date. Anyone wishing to submit items for the newsletter must do so before the submission deadline. Everyone is encouraged to send in items as they happen; there is no need to wait for the deadline. The Editor will send out monthly reminders to this effect.

Contents

The newsletter includes a note from the Department Chair/Associate Chair, any other contributions (including links to blogs) from faculty, staff and students on topical pharmacology and toxicology issues; updates on grant awards; faculty awards; student updates; family updates; seminar/conference information; programs; etc., with the goal of conveying the news of the Department to the rest of the University community and the world at large.

Writing Style

Research has shown that online people rarely read Web pages word by word instead, they scan them, picking out individual words and sentences.

- The Editor reserves the right to edit the work to ensure that style and content length are appropriate for Web presentation. The Editor will not alter the substance of the material. The goal is to maximize online readership. The Editor will determine when the author needs to be consulted on proposed editorial changes.
- The Editor, in consultation with the Associate Chair and Education Program coordinator may refuse any submitted item if deemed unsuitable.
- It will be assumed that any material submitted to the Editor for consideration may or may not have been submitted for publication elsewhere. Articles from other publications must be clearly identified so recognition can be given.