

**National Women's Health Information Center
Guest Editor Program
Submission Form**

Publication _____

Name of Guest Editor _____

Title of Guest Editor _____

Phone# _____ **Fax#** _____

e-mail _____

Title of Story #1 _____

Writer (can be different than Guest Editor) _____

Brief Description of Story _____

Title of Story #2 _____

Writer (can be different than Guest Editor) _____

Brief Description of Story _____

Other Remarks:

For information, contact Suzanne Albisu, at 1-800-994-9662. Fax this form and two proposed stories to her at 703-560-6598.

NWHIC editors will not alter submitted stories but reserve the right to reject submissions not deemed appropriate for the government-sponsored web site.

Thank you for your participation in our Guest Editor programs. Our users will enjoy reading the article.

National Women's Health Information Center Guest Editor Program Submission Requirements

Thank you for participating in NWHIC's guest editor program. If your article is selected for inclusion in the guest editor program, you will be asked to supply it and any related documentation following these guidelines. *Please do not send these materials until requested by NWHIC staff.*

Please send your files on a ZIP disk. If it is possible to format it as a PC disk, it would be appreciated (we can use a MAC-formatted disk if necessary). Our mailing address is:

For FedEx, UPS, etc.: PSGS, Inc. 7535 Little River Turnpike Annandale, VA 22003	For USPS only: Attn: NWHIC 8550 Arlington Boulevard, Suite 300 Fairfax, VA 22031
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Please include the following items in your package:

1. A copy of the article in its native format (e.g. *Quark*, *PageMaker*, etc.). Please note the *version* of the software used, if known.
2. The guest editor's comments (preferably saved as a *DOC* or *RTF* document).
3. A document (*DOC* or *RTF* formatted) containing the text of the article and any text sidebars, insets, etc.
4. Copies of all images used in the article, saved in *TIFF* or *EPS* format. Please save the images at a size of at least 150 dpi (300 dpi is preferred).
5. A head shot (preferably in color) or other photo of the guest editor. Please save this photo as a *TIFF* image, at a size of at least 150 dpi (300 dpi is preferred). If you prefer, you may send the photo itself -- NWHIC staff will take care of digitizing the photo. Please indicate if you wish the photo to be returned.
6. A list of all of the above files *and their formats* (e.g. *DOC*, *TIFF*, *RTF*, etc.).
7. Two (2) photocopies of the article as it appeared in your publication. NWHIC staff will use these copies to verify the layout of the *HTML* document.
8. The name of the guest editor and her/his title, as you want it to appear with the article.

NWHIC staff will prepare your document for the web site, and contact you with a "hidden" URL, where you can preview the article as it will appear on the site and request changes or corrections.