PRACTICE Greenhealth

GREENHEALTH MAGAZINE
GUIDELINES FOR ARTICLE SUBMISSION

Greenhealth magazine encourages the submission of articles that bear directly on health care sustainability theory and concerns, and falls in line with the *Greenhealth* editorial calendar. The discussion should be relevant and promote conversation across fields and practices. We welcome the use of visual images to illustrate the text; although we can't guarantee that space will allow them to be included. The length of articles is normally no greater than 800 words but should not exceed 1,000 words. Shorter articles are also welcomed.

Submission Requirements

Ideas for articles for submission should be emailed in an abstract summary to Sherry MacDonald at smacdonald@practicegreenhealth.org. It is important that papers be copy-edited carefully before submission, but they will be edited for content and length by the *Greenhealth* editorial staff as well. In submitting work to *Greenhealth*, authors agree to the policies of Practice Greenhealth, including free access and use of the material published in it with proper acknowledgment of authorship and source. Articles should never directly promote a product or service; Practice Greenhealth reserves the right to reject articles that do so.

Articles accepted for publication will be copyrighted by *Greenhealth*. Because *Greenhealth* relies on the freshness of its material, we ask that authors not submit their work to other journals at the same time. In sending work to *Greenhealth* for possible publication, the submitter attests that the work is original and that he or she is the author, that it has not been published, and that it is not under consideration for publication elsewhere.

Submission Guidelines

Our submission guidelines have been carefully prepared to facilitate the editorial process of publishing articles in print and online. Please observe the following formatting instructions carefully and adhere to Chicago documentation style. Submissions which do not adhere to these instructions will be returned to the author.

Formatting the Article

The article should be prepared according to the following guidelines:

- The length of articles is normally no greater than 800 words but should not exceed 1,000 words. An article exceeding the length limit will be edited to a shorter length at the discretion of the editor.

- All citations should be in endnotes and not in the text. Number endnotes sequentially with Arabic numbers. Use the endnote function in your word program so that the notes appear at the end of the article.
- Font should be 11-point Arial, whether in normal, bold, or italic, including endnotes. Please do not insert line breaks in the text or special spacing for formatting.
- The paragraph break should be indicated by an extra line space rather than an indentation at the beginning of a paragraph.
- Only the left hand margin should be justified.

Rights and Permission

It is the responsibility of the author to obtain permission for the use of any copyrighted material, including images. It is preferable to place images directly in the text but, when permission is not obtainable, it is acceptable to include a link to the image directly in the text. Images should be provided in high resolution (300 dpi) in a JPG, TIFF or EPS file.

Acceptable File Types

Please submit texts in MS Word, or Rich Text Format (RTF). If submitting from a Macintosh computer, please include the three-letter file extension in the file name of your article. PDF files are not acceptable.

Naming files: File names should not contain spaces. They may contain letters, numbers, hyphens (-) and underscores (_). No other punctuation is allowed. Files must have the three-letter file extension identifying the file type (i.e. .rtf, .doc), whether submitted from a Windows or Macintosh computer.

Submitting an Article

An e-mail message with the article as an attachment should be sent to smacdonald@practicegreenhealth.org. Use "Greenhealth Submission" as the subject in the email address block. The message should include (1) the author's name, (2) the title of the article, (3) an abstract of no more than 150 words, and (4) any relevant information about the author, including institutional affiliation, mailing and e-mail addresses.

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