STATEMENT OF POLICY: The official e-newsletter of the American Pediatric Surgical Nurses Association, Inc. (APSNA) is the News You Can Use (NYCU). The NYCU will promote news and events to our membership, and its focus is on the shared interests of the APSNA Membership, and building or reinforcing a relationship. The types of articles appropriate for the NYCU range from short features of APSNA news, events, compelling first-person or personal stories’ pieces.

Purpose: The purpose of this policy is to provide guidelines for submission to electronic announcements. All articles and announcements will be aligned to the APSNA mission, vision and value statements. APSNA respects intellectual property and has made it a priority to ensure all members and users respect the copyrights of others.

Related Policies:
Copyright Guidelines
Mailing List Policy
Social Media
Identity Branding Policy
Website Management and Standards
Non-discrimination/Harassment
CAN-SPAM Act: A Compliance Guide for Business

Procedure:

I. Circulation Frequency and Distribution: The NYCU is published every two weeks. It is distributed electronically without charge to APSNA NYCU subscribers. Back issues of the NYCU are available on the APSNA website (one year’s worth).
II. Content Submission Requirements/Deadlines: Articles and announcements may be submitted for consideration at any time; however, the submission deadline is at the discretion of the APSNA Secretary.
III. Articles, announcements submitted must include:
   A. Title
   B. Author's name and professional title
   C. Author's e-mail address
   D. Author's employer/organization/office
   E. Article no more than 1000 words
   F. Full names/titles/affiliations of anyone referenced in the article
   G. Phone number of persons/organization referenced in the article
   H. Date and location of activity/events referenced in the article
I. Full URLs (instead of hyperlinks) for web sites included in the article (embedded).

IV. If an article submitted has been published previously, please provide the publication or forum in which the article originally appeared, the date of publication and the author's name. A previously published article will be published in the NYCU only if re-print permission has been obtained.

V. Article Submission Instructions
   A. Submit articles in MS Word format to mailto:secretary@apsna.org
   B. Arial 12 Font in black will be used.
   C. Photographs:
      1. Submit photographs as e-mail attachments in JPG file format. Do NOT embed photographs in your article text.
      2. Provide name and affiliation of any person shown in photographs.
      3. Provide a title and source for tables, figures, and other illustrations. APSNA’s Copyright Policy must be followed in the submission of graphics.
      4. Photographs must be submitted with a photo consent authorization and/or photo authorization release.
   D. Graphics:
      1. Submit graphics as e-mail attachments in JPG file format. Do NOT embed graphics in your article text.
      2. Provide a title and source for tables, figures, and other illustrations. APSNA’s Copyright Policy must be followed in the submission of graphics.
   E. Articles/Announcements that endorse or appear to endorse specific products, companies, or contractors will not be accepted.
   F. No editorial or opinion pieces will be accepted.
   G. No political, partisan or articles that advocate for or against religious groups will be accepted.
   H. Any mention of organizations other than APSNA in an announcement or article will require notification and disclosure to this organization. The responsibility to notify and provide a disclosure statement is that of the NYCU submitter.
   I. The NYCU or APSNA Social Media platforms are not used for sponsorship of any kind. Sponsorship opportunities are found on the APSNA website: http://www.apsna.org/page/Sponsorship.
   J. Article Editing – APSNA volunteers do not edit articles.
   K. The Secretary has the authority to return any article/announcement that does not meet the guidelines outlined herewith and/or not aligned with the mission, vision and value statements of APSNA.
   L. There is no compensation for articles/announcements published in the NYCU.