

# Article Submission Requirements

- Please call us first to discuss your idea.
- If you represent a community organization, health facility, or association, your article must be read and approved by your organization's Executive Director, CEO or Public Relations Director, and we must receive written confirmation of this in an E-mail directly from them before we will accept or publish your article.
- Article must be submitted in final edited form, preferably a few weeks before the announced deadline date for that particular issue.
- Article MUST be E-mailed to [iraminoth@mhnews.org](mailto:iraminoth@mhnews.org) as an Attached Microsoft Word Document file - NOT pasted into the message section of the E-mail.
- No faxed articles will be accepted.
- Article length must be discussed with the publisher prior to submission.
- Your article should relate to our theme, but alternative article themes will be accepted upon approval from the publisher.
- Please give your article a very short and concise title.
- Your byline must include your Full Name, Academic Letters (MD, PhD, MSW, etc), Your Title and Organization Name (if applicable).
- No bibliographies please - simply incorporate your references into the body of the text.
- We would also like a sharp high resolution photo of you. The photo should be of you in professional attire, shot with a light colored background, and should be taken to show a waist up/head & shoulders view of you. E-mail your photo to us as an attached JPG file . If you do not have that capability, you may mail us the photo a week before deadline and we will scan and crop it for you.

**Many Thanks !!**

**Ira H. Minot, LMSW  
Executive Director**

**David H. Minot, BA  
Associate Director**

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