

## **Publications and Communications News article crib sheet.**

Below is a brief guide to producing articles for ICS.

### **When:**

- ICS Publication and Communications Committee members contribute one brief review of a scientific article every month. Reviews are due on the last day of the month (30th.)
- All ICS committees have a set month in which to submit an article to the PCC- please check with your committee chair for this information or the ICS office: [Jenny@ics.org](mailto:Jenny@ics.org) This does not need to be a review of an article, it can be an update on committee projects, forthcoming committee events, hot topics for your discipline etc.
- Some ICS committees have elected to produce articles more regularly and the PCC welcomes this content! The committee chair for these committees have selected the dates and titles for these articles- please contact your Chair for this information.

### **What:**

- The article reviewed should be a recent scientific article published in the previous three months. It should be an article from a peer-reviewed journal. It should be original research, not a review article or case series. You do not have to add editorial comment unless you want to.
- If your article is concerning committee content then please contact your committee chair for your chosen topic.

### **How:**

- For the review only: The idea is simply to present a brief summary, minimum 250 words, of a significant new article. If you wish to include links to your article then please provide these with your draft document.
- All documents need to be submitted in word document format, to the editor, Sophie Fletcher: [sophiegfletcher@gmail.com](mailto:sophiegfletcher@gmail.com) Once edited the office will upload your article to the news page on the ICS website and schedule it to go live on the next appropriate date.
- All PCC articles will be noted as such on ICS e-news. All other ICS committee articles will reference the committee member who produced this content.

### **Examples:**

- Committee Article: An example committee article can be found here: <http://www.ics.org/news/449> or <http://www.ics.org/news/448>  
<http://www.ics.org/news/412>
- Scientific Review: An example scientific review article can be found here: Handling Clinical Photographs Responsibly, <http://www.ics.org/news/469>