

Process

All articles submitted for publication in the CT EPI Newsletter need the review and approval of a supervisor. Lead authors should have all persons responsible for content review the draft, then incorporate any changes. The final draft can be sent to Starr by the first day of the month prior to publication (i.e., for a May publication, send by April 1st). The final draft should be clear of any Track Changes edits, comments or other markups. Several rounds of editing will occur between Starr and the lead author before the article is set into the CT EPI template and sent to Jocelyn Mullins, DVM, MPH, PhD for first review. After this level of review, and subsequent edits, the final draft will be sent to the editor, Matthew L. Cartter, MD, MPH for his review. Prior to publication on the DPH website, the newsletter will be sent to the Communications Program for review. This process can take weeks and is the reason why a final draft should be submitted as indicated above. Please note, if urgent matters arise, a scheduled article can be bumped. The editor determines subject matter and publication date.

Articles

The CT EPI newsletter is used to distribute recent information, and may include any disease topic, outbreak summaries, annual disease surveillance reports, and state or national disease news. It is a 4-page document created in Microsoft Publisher. Generally, there are two articles published per issue; however, an issue can be dedicated to one topic.

Use Microsoft Word with the following standards. Use one return after end punctuation:

Main Text

Title

Font Type: Times New Roman
Font Size: 14
Font Style: **Bold**
Justification: Center

Text

Font Type: Times New Roman
Font Size: 12
Justification: Full
Paragraph Indent: .3
Line Spacing: Single
Paragraph Spacing: .8

Reported By

After the main text of the article, please note authors names.

Title

Font Type: Times New Roman
Font Size: 12
Font Style: **Bold**
Justification: Center
Line Spacing: Single
Paragraph Spacing: .8

Text

Font Type: Times New Roman
Font Size: 10

Font Style: *Italics*
Justification: Center
Line Spacing: Single
Paragraph Spacing: .8

Use the first initial of the first name, last name, degrees, program name, department, and organization. Use a semi-colon; to distinguish between organizations. To recognize Local Health involvement please use “; *Local Health Department staff*”.

Example:

Reported by

J Smith, MPH, M Jones, MPH, PhD, Epidemiology and Emerging Infections Program, Connecticut Department of Public Health; S Munson, MPH, Yale School of Public Health, Yale University; Local Health Department staff.

Editorial

The editorial follows the “Reported by” section using the same standards as the “Main Text”; please review above.

References

References follow the “Editorial” section. Select the number bullet function from the toolbar prior to typing. In text, put italicized number in parentheses, and limit references to five (5).

Title

Title Font Type: Times New Roman
Title Font Size: 12
Title Font Style: **Bold**
Title Justification: Center

Text

Text Font Type: Times New Roman
Text Font Size: 9
Justification: Full
Line Spacing: Single
Paragraph Spacing: 0
Bullet Function: Number - 1, 2, 3

Example:

1. Edwards KE, Decker MD. Pertussis vaccine. In: Plotkin SA, Orenstein WA, eds. Vaccines. Philadelphia, PA: WB Saunders; 2004:471--528.
2. Kudish K, Hadler J. [Pertussis—Connecticut, 2002–2006](#). Connecticut Epidemiologist. 2007;27(3).
3. Centers for Disease Control and Prevention. Pertussis (Whooping Cough) 2010 case definition. Available at http://www.cdc.gov/osels/ph_surveillance/nndss/casedef/pertussis_current.htm.
4. Centers for Disease Control and Prevention. Pertussis (Whooping Cough) Surveillance & Reporting. Available at <http://www.cdc.gov/pertussis/surv-reporting.html>.

Footnotes

We generally do not use footnotes. When absolutely necessary, please use no more than three (3).

Figures

Figures should be created in Microsoft PowerPoint or Excel. Figures will be placed as close to the text reference as possible when set into the CT EPI template. For final draft Word documents, Figures should be placed at the end of document to help with spacing needs.

Tables

Tables should be created in Word or Excel. Tables will be placed as close to the text reference as possible when set into the CT EPI template. For final draft Word documents, Tables should be placed at the end of the document to help with spacing needs.

Notes:

- Figures and Tables should be limited to **2 total (combined)** per article; however 3 may be used if the text is reduced. In the event of a dedicated issue, **4 total (combined)** are preferred; however, 5 may be used if the text is reduced.
- Each Word article should be approximately 1,015 words or 82 lines. This is approximately 1 ½ pages of text. Insert the Figure(s) and Table(s) at the end of the final draft document.
- For a full dedicated issue, the Word article should be approximately 2,030 words or 164 lines. This is approximately 3 ½ pages of text. Insert the Figure(s) and Table(s) at the end of the final draft document.
- Depending on the size of the Tables/Figures the amount of text may need to be increased or decreased during the editing process.

If you have any questions, please contact Starr Ertel via e-mail.