



## ***Global Forum* Author Guidelines** **Updated 2/2012**

### **AIMS AND SCOPE**

The *Global Forum* is published bi-monthly by DIA in February, April, June, August, October, and December. The publication is mailed to members in hard copy and is also available at [www.diahome.org](http://www.diahome.org). A digital version of the *Global Forum* is emailed to members.

### **MISSION**

The *Global Forum* provides a multidisciplinary, neutral forum for communicating information related to drug development and lifecycle management on a global basis. The *Global Forum* disseminates content that is relevant to members' professional experiences, including international industry and regulatory updates and news of the association and its programs. The magazine is circulated six times a year as a benefit of DIA membership.

DIA members are invited to contribute their expertise to the *DIA Global Forum*.

### **ARTICLE SPECIFICATIONS**

- Length: 1200 words
- Include 1 or 2 photos, charts, or other graphics if possible.

Abstracts, key words, footnotes, and references are not necessary and, generally, should not be included.

A hi-resolution photo and 100 word biography of each author should be included as well for proper attribution of the article.

### **MANUSCRIPT SUBMISSION**

Manuscripts should be submitted as follows:

**Email** a Word file of the article and any images as high-resolution (300+ dpi) jpeg, tiff, or pdf files, to [judy.connors@diahome.org](mailto:judy.connors@diahome.org).

**Include:** (a) a cover letter/note with the name, address, email address, and telephone and fax numbers of the corresponding author; (b) copies of any published reports that

may duplicate material in the submitted manuscript; and (c) written permission of author(s) and publisher(s) to use any previously published material (e.g., figures, tables, or quotations of more than 100 words).

Authors should retain a copy of the electronic file(s) for reference.

The articles will be reviewed by the editorial staff and a decision regarding publication will be made and communicated to the author. This decision will be based on the appropriateness of content for the *Global Forum*. Note that accepted articles may need rewriting to adhere to the publication's format.

Once a manuscript is accepted for publication in the *Global Forum*, a copyright transfer and conflict-of-interest disclosure must be signed by the author(s) and returned to the Drug Information Association.

## **STYLE**

Manuscripts are to be prepared according to the *AMA Manual of Style*, 9/e (Lippincott, Williams & Wilkins, Baltimore, MD). *Dorland's Illustrated Medical Dictionary* (W. B. Saunders, Philadelphia, PA) should be used for the spelling of medical terms, and *Webster's Third New International* or *New Collegiate* dictionaries (Merriam-Webster, Springfield, ME) for spelling and hyphenation of nonmedical terms. For further information on general style (e.g., grammar, capitalization), see *The Chicago Manual of Style* 15/e (The University of Chicago Press, Chicago, IL). Manuscripts will be copyedited per a hybrid AMA/house style during production. Note the following additional style considerations.

**Numbers.** Use numerals for all units of measure and time except days, hours, and minutes, and for all numbers greater than nine. Spell out the numbers one through nine only for general usage (eg, "We considered only two possibilities") and for quantities of days, hours, and minutes less than or equal to nine. Spell out numbers beginning a sentence. Use numerals and symbols in tables and boxes.

**Abbreviations.** Only standard abbreviations, as listed in the *AMA Manual of Style*, may be used. Terms appearing frequently within a paper may be abbreviated or an acronym may be used, but these terms should be spelled out at first use, with the abbreviation following in parentheses. Use the percentage symbol throughout.

**Tables, Boxes, and Charts.** Please supply a brief title for each table, box, or chart. In table and box text, define all abbreviations used and indicate the units of measurement for all values. Please explain all empty spaces or dashes (these can indicate a cross-platform problem if they replace a needed symbol, although sometimes spaces are intentional). Tables and boxes can be part of the Word document; they will be typeset. The *DIA Global Forum* is printed in color, so feel free to use color in your charts.

Electronically submitted PowerPoint slides are welcome. Please do not send slides that repeat information already presented in the text of the article.

***Figures.*** Please submit figures electronically (photos as jpgs or tif files; line art as eps files; all color images saved as cmyk) if at all possible. For digital images, the higher the resolution, the better the reproduction in print (300–600 dpi is desirable).

***Figure Captions.*** Captions should be brief, usually no more than a line or two. Please identify all people shown in photos.

#### **PERMISSIONS**

If a figure, chart, box, or table has been previously published, a credit line should be included, and the author must obtain a letter of permission from the publisher. A copy of each permission letter must be submitted with the manuscript.

#### **DISCLAIMER**

*Although every effort is made by the editorial staff to see that no inaccurate or misleading data, opinion, or statement appears in this publication, they wish to make it clear that the data and opinions appearing in the articles and advertisements herein are solely the responsibility of the contributor or advertiser concerned. Accordingly, the editor-in-chief, managing editor, the Drug Information Association, and their respective employees, officers, and agents accept no responsibility whatsoever for the consequences of any such inaccurate or misleading data, opinion, or statement.*