

# CBS Biosecurity Times Newsletter Submission Guidelines

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1. Articles should be submitted in Word format.
  2. Include a short bio about yourself.
  3. Include any figures/pictures/images that will enhance your article. Videos, presentations, and audio webinars may be embedded in your submission to our e-Newsletter.
  4. Electronic photos and graphs should be in high resolution and sent as separate files.
  5. If the topic is complex, please suggest additional resources or offer a contact for more information.
  6. Cite sources and provide references to quotations and facts when used.
  7. Before you submit: Does the article offer value in the form of information, best practices, tips, advice, analysis or resources (where appropriate)?
  8. Please do not submit DRAFT articles. All final submissions must have the approval of all contributors, photo subjects and any necessary corporate permissions prior to submission.
  9. This Newsletter does not publish press releases, product announcements, articles soliciting funding for proposed projects, or advertisements of any kind.
  10. Formatting: Single-space your article, single-space between paragraphs, use (preferred) font ONLY.
  11. Articles should be 300-500 words in length, including citations. Should there be a need for more space, please consult with the CBS Editorial Team before submitting an article longer than 500 words.
  12. Submitted content should be personally authored by you – not cut and pasted from another source.
  13. Individual and group-authored articles are welcome.
  14. Articles may be copyedited for clarity and style and conformity with the above guidelines, as well as shortening if necessary to fit the space available.
  15. Please send your article directly to the CBS Editorial Team at the following email address: [biosecurity@cavehill.uwi.edu](mailto:biosecurity@cavehill.uwi.edu)
  16. Please contact the CBS Editorial Team at any time with questions.
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