



## SCDM Data Basics Article Submission Requirements

### Article Requirements

Articles should be one to three pages (500-1,500 words) long, excluding references and cover page.

Articles should be submitted in MS Word (preferred) or plain text (.txt) and should be typed in 12-point Times New Roman with one space between sentences and a full blank line between paragraphs. Pages should have one-inch margins.

### Graphics

Graphics and tables that clarify the text are welcome, and should replace (rather than supplement) text.

Graphics should be illustrative of points in the article, rather than clipart. Graphics may include photos, charts or figures.

Please specify if a specific placement of the graphic or table in relation to the text is desired (e.g., sidebar next to a specific paragraph, inserted in the column after a specific paragraph).

Preferred formats include .jpg, .tif, or .gif; alternatively, graphics or tables can be embedded in the text file.

Graphics (either electronic or printed) must be camera-ready.

### References

References should adhere to one of the following formats:

Kannerud GL, Rockhold FW, George SL, Barton FB, Davis CE, Fairweather WR, Honohan T, Mowery R, O'Neill R. Guidelines for Quality Assurance in Multicenter Trials: A Position Paper. *Control Clin Trials*. 1998; 19:477-493.

English LP. *Improving Data Warehouse and Business Information Quality*. New York, NY: Wiley, 1999:52-56.

### Cover Page

All articles should contain a cover page that provides the following:

- Author(s) information
- A statement that the article has been read and approved by all authors
- A statement that either the article has not been published, submitted or accepted for publication elsewhere, or acknowledgement of where it previously appeared
- A statement of authors' financial interest or affiliation with products or companies mentioned in the manuscript

**Author(s)**

On the cover page, provide the following for each author: full name (first, MI, surname), degrees and/or nationally recognized professional certification designations, title, affiliation with complete mailing address, telephone and fax numbers, and e-mail address.

Authors are encouraged to also include a bio (50 word limit) for publication at the end of the article.

A digital photo of the author (1 ¼ inch x 1 ¼ inch) is optional but encouraged.

**Article Submission**

Send articles and accompanying materials to [sabrahms@scdm.org](mailto:sabrahms@scdm.org), with the subject line clearly indicating a publication submission.

Alternatively, hard copy may be sent to SCDM, 555 East Wells St., Suite 1100, Milwaukee, WI, 53202-3823, Attn: Sue Abrahms.

**Additional Notes**

If an author wishes to submit a longer article, please contact Sue Abrahms at [sabrahms@scdm.org](mailto:sabrahms@scdm.org). Allowances may be made for articles of particular substance or relevance to the profession.

Articles should be non-commercial in nature, and designed to be as generally applicable as possible. Specific product reviews may be accepted if conducted by a disinterested third party. Case studies in particular companies may be accepted if the article is written to apply generally, rather than appearing to be an endorsement or advertisement for a particular firm.

Advertisements are welcome as paid content, and will be placed in such a way as to distinguish them clearly from article content. Those wishing to advertise are encouraged to contact SCDM at [info@scdm.org](mailto:info@scdm.org) for further information.