

Guideline on national society report submission for APFCB News

The APFCB News is a newsletter which is published bi-yearly with the purpose of informing its members of the APFCB activities. It is currently produced as an online publication which comes out in March and September of each year. APFCB National societies are encouraged to submit a report on the activities of their societies.

Submission Guidelines

1. The article can be submitted by email to editor in chief at email id editorinchiefapfcnews@gmail.com
2. Include "**APFCB national society report submission**" in the subject line of your submission e-mail.
3. Report may include the following activities
 - a. National meetings
 - b. Educational activities
 - c. Participation in regional meetings
 - d. Other society achievements
 - e. List of upcoming events
4. Report should be between 250 to 750 words in length.
5. The report should be sent in a word doc format with 12 font size, sub-headings numbered alphanumerically. Please **do not send** in pdf format.
6. Report should include author's first name, last name, and a contact e-mail address.
7. Report, society logo and all relevant photos (maximum 6) should be sent as an attachment in one email message.
8. The society logo and photos should be sent as embedded in the text as well as well as separate JPEG file in high resolution of at least 300 dpi or higher. Include a short caption of each.
9. The editor reserves the right to edit submissions for style and clarity.
10. Submission deadlines:
 - APFCB News Issue 1 by 31st Jan
 - APFCB News Issue: 2 by 31st July

Guidelines for the submission of educational articles under the Education Corner and Industry Voice sections of the APFCB News

The APFCB News is an electronic newsletter which is published bi-yearly with the purpose of informing its members of the APFCB activities. It is currently produced as an online publication which comes out in March and September of each year.

Article & Submission Guidelines

Following these guidelines will ensure that the editors can view your submission and publish it without any technical issues.

1. The article can be submitted throughout the year by email to editor in chief at email id editorinchiefapfcnews@gmail.com
2. Include "**APFCB newsletter submission**" in the **subject line** of your submission e-mail.
3. The article can be in any of the following categories –
 - a. Original research (2500 words 5 tables & figures)
 - b. Review (5000 words 5 tables & figures)
 - c. Mini-review (3500 words 3 table & figures)
 - d. Case series (1500 words 2 -3 figures & tables)
 - e. Letter to editor (700 words)
 - f. Commentary on a current hot-topic (700 words)
4. The article can be based on the following topics –
 - a. Clinical chemistry quality assurance
 - b. Clinical chemistry lab management
 - c. Molecular diagnostics role in patient care
 - d. Recent advances in laboratory medicine
5. The article in the Industry Voice section can be information on an upcoming product/ kits/ reagents/ technology/ interview of a renowned laboratory personnel and should not be commercial in nature.
6. The article should be written in clear and professional prose with headings, subheadings, lists, and bullets as appropriate.
7. The article and all relevant (photos, tables, figures etc.) should be sent as an attachment in one email message. Failure to do so could delay or disqualify your submission.
8. The article should be sent in a word doc format with 12 font size, sub-headings numbered alphanumerically. Please do not send in .pdf format.
9. Photos and other graphics example tables, figures etc. should be submitted in the same email message as the text. Failure to do so could delay or disqualify your submission.
10. The photos and graphics should be sent as embedded in the text as well as well as separate JPEG file in high resolution of at least 300 dpi or higher. Include a short cation of each
11. If sending multiple files, please put them in a ZIP file.
12. The editors reserve the right to edit submissions for style and clarity. Articles requiring revision will be returned to the author with suggestions. The author is expected to respond to the feedback and resubmit the article in a timely manner. Submission of articles does not guarantee publication.

Guidelines on Advertising in the APFCB News

The APFCB Newsletter is distributed to the APFCB national societies and to its corporate members. It is currently produced as a bi-yearly online publication, which comes out in March and September of each year. The newsletter is also available on the APFCB website and social media.

Contact details for Advertising enquiries:

Email to editor in chief at email id editorinchiefapfcnews@gmail.com

Advertising Specifications

Advertising files can be emailed in 300 dpi .tiff, pdf or .eps format in the required colours and fonts.

Colour/Mono

Advertising is available in either full colour or black and white at the same cost.

Advertising Size

The size of the advertisement can be either A4 or A5. The A4 advertisement will need to be supplied as portrait, whereas the A5 size will be landscape

Advertising Rates (inc GST):

	Corporate Members	Non-Member
A4 Full Page (Colour)	SGD 1,500	SGD 2,000
A5 Half page (Colour)	SGD 800	SGD 1,100

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