

# Environmental Health News

*Writers' guide 2011*



**Submissions:** Send all editorial submissions to [ehn@cieh.org](mailto:ehn@cieh.org)

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# Environmental Health News

## General points

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Environmental Health News is published monthly and distributed to members of the Chartered Institute of Environmental Health and subscribers. The magazine is also published online at [www.ehn-online.com](http://www.ehn-online.com). Articles can be technical in nature but should be written in an accessible language, understandable by practitioners from other disciplines than the writer. Articles contributed to the magazine may also be published online. A weekly email newsletter EHN Extra is also published, but this does not contain submitted material

For academic and research-based articles, the CIEH produces a peer-reviewed journal in print and online, the Journal of Environmental Health Research. See [www.cieh.org/jehr](http://www.cieh.org/jehr)

Articles in EHN do not normally have footnotes. You do not need to include headlines or introductions, as these will be written by our sub-editor. We prefer articles to be emailed, as Word

document attachments. Please include your name and full job title somewhere on the body of the article and contact telephone numbers on your email. We will acknowledge receipt of articles within two days of receiving them.

Please read the magazine, either on paper or online, before submitting your article, to get a feel for the style and tone. The editor and deputy editor are happy to answer any specific questions. We also welcome 'tip offs' on newsworthy activities going on in your area.

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## ILLUSTRATIONS

Do not embed illustrations of photographs into your Word document. Jpeg photographs should be sent as separate attachments. Do not send low-resolution photographs, not taken on cameras, as these will not reproduce.

## SECTIONS AND WORD COUNTS

### COURT REPORTS

Up to 350 words. Check that the following facts are included:

- 1 Name and address (street or town) of defendant
- 2 Charge, including date and place of offence
- 3 Plea
- 4 Which court heard in and when
- 5 Sentence

Can include up to four jpeg photographs.

### EVENTS

CIEH events and region and branch events are listed free. Please follow the format in the Events section of the magazine.

### FEATURE ARTICLES (PRACTICE SECTION)

Highlight an area of good practice. Profile a person or service. Write about a national or local policy issue. Explain how you solved a problem. One-page - 750 words. Two-pages - 1,500 words.

### LETTERS

Up to 300 words. Address to the Editor. Please include your job title and indicate if you are a CIEH member. Email, m as for other submissions, to [ehn@cieh.org](mailto:ehn@cieh.org)

### OPINION ARTICLES (OPINION AND ANALYSIS SECTION)

First person. Normally 500 words.

### PEOPLE

Changes of job and retirements. One paragraph of up to 150 words. Include a jpeg portrait.

SOCIAL ACTIVITIES, BRANCH MEETINGS, REUNIONS, SPONSORED EVENTS etc

Brief accounts welcome, for CIEH Bulletin section. Up to 200 words. Up to two jpegs.

## STYLE POINTS

### PUNCTUATION

Use single quotes, double quotes for quotes within quotes.

Full point goes inside quote mark, unless it is a part quote within the sentence.

### TITLES

Use Mr and Ms but first names may be used in features

Use chair or chairperson

Name, then job title - Graham Jukes, CIEH president, not CIEH president Graham Jukes

Job titles lower case

Prof not Professor. No Dr unless medical title

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