

Global Forum **Instructions for Authors**

MISSION

Global Forum provides a multidisciplinary, neutral vehicle for communicating and debating Information, trends, issues, opportunities and challenges related to development and lifecycle management of healthcare products on a global basis.

Global Forum disseminates content that is relevant to DIA members' professional responsibilities, interests, and experiences, including the programs and services of DIA. The magazine is published monthly. DIA members and non-members are invited to contribute their expertise to the *DIA Global Forum*.

ARTICLE SPECIFICATIONS

Articles in *Global Forum* are targeted towards a general healthcare audience. We are therefore looking for pieces that are engaging and interesting for both experts and non-experts. The submitted piece should therefore be informative but not overly technical. Furthermore, the submitted piece should:

- be no more than 800-1,000 words long,
- contain a short title as well as the names and affiliations of all authors,
- be free of jargon and excessive use of passive voice (see also plainlanguage.gov if in doubt),
- use quotations sparingly or avoid them entirely,
- start with a short introductory paragraph that provides the context of the piece and piques the reader's interest,
- organize the content into several subsections with subheadings,
- use bulleted lists for content that benefits from an overview in the form of key points, and
- include a brief title for each table, box, or chart, as well as an explanation of all abbreviations used.

Furthermore, articles should be informative, factual, educational, and free of commercial bias, consistent with DIA's policy. Authors' opinions can be freely expressed, but promotion of commercial products and services in articles published in *Global Forum* will generally not be permitted.

Images, Graphics, Tables, and Figures: Any submitted images, graphics, and figures should be originals and high-resolution (see Permissions below). Please submit images and graphics electronically (jpg, tif, png, esp) if possible, but we also accept PowerPoint slides. Tables can be part of the Word document; they will be typeset. If graphics contain text, we might request edits to the text.

Please supply a brief title or caption for each image, table, or figure. Titles/captions should be brief, usually no more than a line or two. Please define all abbreviations used and indicate the units of measurement, and identify all people shown in photos, if possible and appropriate.

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 (e.g.,



"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.

References: Articles in *Global Forum* do not include reference lists, but if certain resources are important, they can be listed as "Supplemental Resources" at the end, listing the title of the resource as well as a link to the resource. The list should be short and have no more than five (5) resources. Please also include links for any information that need to be referenced in the body of the text. The statement "References available upon request." can also be added at the end of the piece.

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.

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