

Global Forum Author Guidelines **February 2017**

In 2017, DIA will publish *Global Forum* in February, April, June, July, August, September, October, November, and December.

Global Forum will publish monthly in 2018.

Global Forum is online only, fully open access, and does not require DIA membership.

MISSION

The *Global Forum* provides a full-color, multidisciplinary, neutral vehicle for communicating and debating information, trends, issues, opportunities, and challenges related to the development and lifecycle management of health care products on a global basis.

DIA *Global Forum* Drives Insights to Action and aims to publish articles that incorporate all aspects of DIA's mission and vision: to inform, educate and start conversations in the health care product ecosystem to improve global health through thought leadership, content, events and membership participation.

Global Forum disseminates content that is relevant to readers' professional responsibilities, interests, and experiences, including the programs and services of DIA. Each issue will feature the following:

- Topical, insightful articles based on the four DIA Content Streams: Patient Engagement, Regulatory Science, Translational Science, Value & Access
 - These will be solicited/curated by **Content Stream Editors** for every issue
- Regional Reports
 - These are prepared for every issue (on a rotating basis, covering each Region in alternate issues) by the **Regional Editors** to update readers on important developments in their region
- Original DIA content including:
 - Interviews/Podcasts with experts, including regulators
 - Thought Leadership articles
 - DIA-commissioned Studies
 - Reports of DIA-Convened Expert Panels
- 'We Are DIA' featuring:
 - DIA Communities
 - Meeting/Conference Summaries (substantive, issue-focused)
 - Global/Regional Annual Meeting
 - Member/Employee Spotlight
 - Career Center

ARTICLES

- Length: 500 to 1500 words
- Must align with one (or more) of the four DIA content streams
- Articles must be informative, factual, educational, and free from commercial bias or promotion
- Provide one or two illustrative photos, graphics, or charts, if possible
- Consider perspectives on this topic from different stakeholders: Patients, caregivers, clinicians, researchers, statisticians, regulators, etc.
- Provide 75-word biography, including current professional affiliation, and high resolution headshot photograph of each author
- Abstracts, key words, and footnotes/references are not necessary; however, authors may include two or three “additional reading” suggestions or web links if they are especially helpful to the reader.

MEETING/CONFERENCE SUMMARIES**PURPOSE**

A meeting/conference summary provides the reader with the key points and important content presented at the event – NOT a simple list of speakers, topics, and number of attendees – by answering these and similar questions:

- Why is this meeting/conference topic/theme important to contemporary, global healthcare product development?
- What were the important themes of the keynote or plenary sessions, and how did subsequent sessions further explore these themes? Highlight ‘cutting edge’ issues and insights emerging and/or discussed at this meeting/conference.
- What are the practical implications of these themes/insights: how can the reader put these ideas to work in their daily routine or practice?
- Consider different perspectives on these themes: Patients, caregivers, clinicians, researchers, statisticians, regulators, etc.
- What new programs, initiatives, partnerships, guidances, etc., were announced at this event?
- In summary: What are the key takeaways from this event and why are they important for the reader to know?

SUMMARIES

- Length: maximum 600 words
- Provide one or two high quality photographs from the event, if possible
- Provide 75-word biography, including current professional affiliation, and high resolution headshot photograph of each author
- Abstracts, key words, and footnotes/references are not necessary
- Articles must be informative, factual, educational, and free from commercial bias or promotion
- Authors can share their insights but may not promote any commercial product or service.

ARTICLE SUBMISSION & REVIEW

- Email the article as an MS Word.doc/docs file and all images/graphics as a high-resolution (300 dpi or greater) .jpg, .gif, .tif, .ppt, or .pdf file to Ranjini.Prithviraj@DIAglobal.org, DIA Senior Managing Editor
- Include the full name, email address, telephone number, and any other contact information, for all authors, in your email
- If your article includes previously published content (such as a figure or table published elsewhere), or a quotation of more than one hundred words written or spoken by someone else, include their specific permission to use this content in your email
- Retain a copy of all your electronic files, including your submittal email
- Each article is reviewed for the appropriateness of content by the Editor, *Global Forum* and the DIA Senior Managing Editor. Note that accepted articles may need rewriting to adhere to the publication's format.

STYLE

If possible, please prepare your article according to:

- Text: *AMA Manual of Style*, Edition 10 (Lippincott, Williams & Wilkins, Baltimore, MD)
- Use *Dorland's Illustrated Medical Dictionary* (W. B. Saunders, Philadelphia, PA) for spelling and hyphenation of medical terms
- Use *Webster's Third New International* or *New Collegiate* dictionaries (Merriam-Webster, Springfield, MA) for spelling and hyphenation of nonmedical terms
- For further information on general style (e.g., grammar, capitalization), see *The Chicago Manual of Style 15/e* (The University of Chicago Press, Chicago, IL). Manuscripts will be copyedited per a hybrid AMA/house style during production.

NOTE: Manuscripts will be copyedited by DIA editorial staff to ensure compliance with DIA branding and editorial style guide. No content changes will be made without the author(s) review and approval.

ADDITIONAL STYLE CONSIDERATIONS

Numbers: Use numerals for all units of measure and time except days, hours, and minutes, and for all numbers greater than nine. Spell out 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 that begin a sentence. Use numerals and symbols in tables and boxes. Use the percentage symbol (%) throughout.

Abbreviations: If possible and convenient, only use standard abbreviations listed in the *AMA Manual of Style*. Terms appearing frequently within an article may be abbreviated or given an acronym but spell out the complete term at first use, with the abbreviation or acronym immediately following in parentheses.

Tables, Boxes, and Charts: Provide a brief but descriptive title for each table, box, or chart. Define all abbreviations and units of measure for all values in table and box text.

Figure and Photo Captions: Keep captions brief, usually no more than a line or two. Please identify all people shown in photos, if possible and appropriate.

Permissions: If a figure, chart, box, or table has been previously published, the author must obtain a letter of permission from the previous publisher, and the article must include proper reprint permission/credit.

DISCLAIMER

Although the Global Forum Editorial Board and DIA Editorial Staff make every effort to ensure that no inaccurate or misleading data, opinion, or statement appear in the Global Forum, the data and opinions appearing in the articles and advertisements therein are solely the responsibility of the contributing author or advertiser. Accordingly, the Editor, DIA, and their respective employees, officers, and agents accept no responsibility whatsoever for the consequences of any such inaccurate or misleading data, opinion, or statement.