



Community Health Forum[®] Magazine

Editorial Guidelines

Community Health Forum (CHF) is the only national magazine dedicated exclusively to information, news and perspectives surrounding the delivery of community-based health care to medically underserved and uninsured populations and the community health centers/programs whose mission is to serve them.

The National Association of Community Health Centers publishes *Community Health Forum* three times a year. Subscribers include approximately 3,000 health center senior executives and managers, clinicians, board members, patients, community health advocates and policymakers.

CHF covers administrative, financial, clinical, governance and policy matters as they relate to community health centers, as well as news and trends affecting overall health care delivery. *CHF* also contains information concerning national education and training events, and stories about individual pioneers and leaders in community health care, and health center innovations and achievements.

Proposing/Submitting an Article

You may submit an article for consideration at anytime, however, you are encouraged to first propose an article by submitting an abstract consisting of no more than two paragraphs outlining the focus and main point of the article.

Articles or abstracts are to be submitted as a Word document via email to cgibson@nachc.org. (Articles should be double spaced).

As a guide, average article length for *CHF* is between 1,000 – 1,200 words.

To increase readability of the article, you are encouraged to use where possible, subheads and short paragraphs.

We do not accept commercial sales or marketing-oriented material. Mention of a company's product or service in accepted articles will be deleted at the editor's discretion. (Click [here](#) for more information regarding our advertising rates and ad file specifications.)

You will be contacted within 2-3 weeks of your article/abstract submission regarding its status. (For accepted abstracts, you will be asked to submit the final article at least 3 weeks before the intended date of publication.)

The editor determines the publication date for accepted articles. Publication dates may be changed at the editor's discretion.

We reserve the right to edit accepted articles to fit *CHF* style or length/design needs or provide greater clarity on the subject matter. However, in cases where significant edits have been made, we will request review and approval of the edits from the author prior to publishing.

It is understood by authors of an article that is accepted, that the article (or sections of it) may be published at our discretion in *Community Health Forum's* print and/or online versions.

Digital Image Files

We encourage you to send 2-4 photos or illustrations with your article. Below are requirements of image files.

Illustrations

We request native art files of any support images in an appropriate format for offset printing; we prefer vector artwork. However, we can also accept EPS, JPG, or TIF files meeting these specifications:

High resolution (300 dpi or higher)

Size: 4" x 4" or larger

Color: CMYK

Captions: Please submit a caption for each image file

We cannot use images downloaded off the web print. (Their resolution is too low for print). We also cannot use PowerPoint images, images embedded in Word or text files, GIF files, or BMP files.

Photos

EPS, JPG, or TIF Files

High resolution (300 dpi or higher)

Size: 4" x 4" or larger

Color: CMYK

Captions: Please submit a caption for each image file.