

## Submission Guidelines

To submit all SCNergy content, please use the [Submission Form](#).

To submit feedback, please [email us](#).

For questions about SCNergy or, the review process, please see our [FAQs](#).

For samples of writing (for each of the sections), please review the current issue available on the [SCNergy page](#). A writing workshop is available for interested authors.

*\*Please note: access to some web links on this page require AHS credentials to view.*

### Requirements by Article Type

Article Type	Description	Requirements
Feature	<p>Articles highlight SCNs' collective impact and value, projects and initiatives that demonstrate how networks are influencing practice, improving outcomes and delivering a positive return on investment.</p> <p>Feature stories focus on collaboration, getting evidence into practice, impact on patients, families and providers, and areas of research and innovation.</p> <p>Feature articles share how SCNs are supporting provincial priorities, the SCN mission and the Quadruple Aim.</p>	<p>Up to 750 words</p> <p>Title</p> <p>Max 1-2 images* or other visual elements (illustrations, tables, figures)</p> <p>Linked content will be considered</p>
Connections Q&A	<p>Articles profile network members and partners, and their contributions/diverse work they're involved in.</p> <p>Focus is on recognizing the collaborative efforts of operational leaders, front-line providers, researchers, patient advisors, community partners and others and showing how they are making a difference in the lives of Albertans.</p>	<p>Up to 500 words*</p> <p>Q&amp;A format (5 questions) <i>*Two to four sentences per question</i></p> <p>Name &amp; title of individual</p> <p>Photo (headshot) of individual profiled*</p>
SCN Short Takes	<p>Quick bites of information that identify opportunities for stakeholders and partners to get involved, recruitment and grant opportunities, highlight upcoming events, recent publications and other items of interest across the SCNs.</p>	<p>Up to 60 words</p> <p>SCN(s) involved, title and linked material (e.g., PDF, external web site)</p>

\*See additional information regarding images, permissions and deadlines.

## Images and Illustrations

All images must meet AHS branding and Web Communication guidelines. AHS employees can access these on [Web 101](#).

Generally:

- Provide images in JPEG, PNG, TIFF or GIF format and illustrations as PDF, Visio or Adobe Illustrator files.
- High-resolution images are preferred (300 dpi or greater). Headshots should be at least 1 MB.
- Include a figure caption for all images and illustrations.
- Please do NOT crop or edit photos before submitting them.
- Please use a descriptive file name (e.g., cancer-care.jpg instead of img\_3673.jpg)
- The [AHS Media Library](#) has images you are free to use.
- During COVID-19, ensure all people in the photo are following guidelines set out by Alberta Government (including masking and distancing).

## Permissions

Contributors are also responsible for ensuring:

- [Consent forms](#) have been completed for all individuals featured in a photograph. (Note: this does not apply to images from the AHS Media Library.)
- They have [copyright permission](#) for any third-party content, including images or illustrations, or that it is copyright and royalty free
- Corresponding author (primary contact) is responsible for ensuring all content is approved by contributing authors.

Questions about permissions, image or file requirements can be directed to the [Editorial Board](#).

## Important Deadlines

SCNergy is published 3 times a year (Winter, Spring and Fall editions), with target publication dates in **January, May and October**.

Submission deadlines vary depending on article type. The table below applies to feature and Connections (Q&A) articles.

Edition	Deadline for story idea submissions	Deadline for Editorial Board to respond to ideas	Deadline to submit completed draft	Publication date
Spring 2021	April 8	April 16	April 30	Week of May 24
Fall 2021	August 27	September 3	September 24	Week of October 25
Winter 2022	November 22	November 26	December 10	January 18

**Note:** We encourage early submissions whenever possible to ensure adequate time for reviews, revisions and approvals and maximum production quality. Editorial Board volunteers may not be able to accommodate content submitted beyond these deadlines.