

## **Kansas Chronicle Submission Policy**

\*Editorial material and photos can be accepted for publication in each magazine.

The KEMSA *Chronicle* is sponsored by the Kansas Emergency Medical Services Association (KEMSA). The *Chronicle* is published quarterly. Unless otherwise noted, all materials published in the magazine are the property of KEMSA. No articles in this publication may be reprinted without the express consent of the editor. To obtain consent, contact Mary Napier, editor, at [mary@kems.org](mailto:mary@kems.org) or (785) 580-3459.

All materials submitted become the property of KEMSA. To have your materials returned to you after publication, be sure to include a self-addressed, stamped envelope. By submitting materials, all authors are consenting to the use of their name, article, and image (when applicable) with the KEMSA Chronicle magazine and the KEMSA website.

### **Readership/Circulation:**

The KEMSA Chronicle magazine is distributed to members of KEMSA (service directors, technicians, service providers, firefighters, etc.) as well as local and state agencies, legislators, and Kansas educational institutions including Kansas community colleges.

### **Publications and Communications Board:**

The KEMSA Chronicle Publications and Communications Board is comprised of volunteer members of KEMSA who have agreed to serve in the furtherance of improving an already excellent publication and making sure the *KEMSA Chronicle* is published to keep members up-to-date on current events of KEMSA as well as other industry related topics. The board's purpose is to: oversee the development and maintenance of KEMSA print publications, predominantly the KEMSA Chronicle, and to provide a structure for the KEMSA Chronicle editor for advice, counsel, contracting, and peer review.

### **Writers:**

Articles may be submitted from various persons, however, most articles should fit into one of the pre-determined categories of the magazine. There are exceptions to those categories, though. Persons interested in writing should be passionate about the subject matter and possess the ability to write knowledgeable articles. Selected authors could be placed in a rotation for regular submission. If interested in writing, contact [mary@kems.org](mailto:mary@kems.org).

### **Peer Review Process:**

In most cases, articles submitted for publication in the KEMSA Chronicle will be sent through a peer review process. Peer reviewers consist of volunteer KEMSA members with knowledge in various EMS-related areas. Peer reviewers evaluate the articles for readability, grammatical errors, focus of subject matter, and overall importance to KEMSA's readership. Peer reviewers will have a chance to submit suggestions or changes back to the author before the article is finalized for publication. Or the peer reviewers may reject the article for publication.

### **Article Submissions:**

The KEMSA Chronicle Publications and Communications Board *reserves the right to approve or refuse a submission for publication.* Also, in order to ensure the quality of the publication, editing for grammar, spelling, punctuation, and content may occur. Every effort will be made to ensure that the context of the submission remains the same. Article submissions should be appropriate for the entire readership of the magazine or they will be refused.

Typically articles submitted are 800-1200 words in length, however length is flexible depending on the subject matter.

**Service Chronicles Submissions:**

The KEMSA Chronicle is pleased to accept submissions for the KEMSA Service Chronicles. Submissions should be no more than four reasonable paragraphs in length due to space considerations. The purpose of Service Chronicles is to share current news about your service rather than just describing your service. **Examples of service chronicles include, but are not limited to:** community events your service helped with, new equipment or vehicles, new staff members, promotions or changes, new certifications acquired by staff, educational seminars held, etc. We would also love to include photos with your service news.

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To submit materials for publication in this magazine, e-mail submissions to [mary@kemsa.org](mailto:mary@kemsa.org). See specific guidelines below regarding articles and photos.

**Articles:**

Type all materials and submit your article in an electronic format via e-mail or disk. Please save it as a Microsoft Word document. Please do not insert photos in a word document, but send them separately.

**Photos:**

Photos taken with a digital camera are generally satisfactory, provided the quality is acceptable. The images should be saved as a tiff or jpeg format and provided via e-mail or disk whenever possible. A resolution of 300 dpi is recommended for the best quality.

*Cover Photos:*

KEMSA has photographers who routinely shoot the cover photo for KEMSA publications. As a rule, one of these photographers will be assigned to do the cover shoot and arrangements will be made with the featured service. Services that prefer to use their own photographers must make arrangements for this with the KEMSA Chronicle editor well in advance. Some basic rules for cover photographs include:

- Photographs for the cover MUST be a minimum of 300 dpi and at least 8"x10."
- Photographs are assessed by editorial staff for clarity, focus, and suitability of content.
- Photographs must be shot in a portrait (vertical) framing. Landscape framing (horizontal) can sometimes work with cropping. Landscape shots are accepted at the discretion of the editor.
- Photographs should avoid detail of importance at the top 3" to allow for the magazine name. (For example, you don't want faces at the very top of the image or they will get covered up. )

Note: Service spotlight photos are often featured on the cover of the KEMSA Chronicle. However, the Publications and Communications Board reserves the right to use another photo on the cover if they deem it appropriate.

*Other recommendations for service spotlight photographs:*

The best time to shoot is from 1/2 hour before sunrise to about an hour after sunrise OR one hour before sunset to a 1/2 hour after sunset. Daytime shots are washed out and don't present well. (Service spotlight photos can include, but aren't limited to: ambulances, staff, mock calls, stations, landmarks around your service, etc.)

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### **Contributor Reimbursements**

Contributor Reimbursements are paid at the rate of \$.05 per word up to a maximum of \$60 for the published article. Photos are paid at a rate of \$10 per published photo. Cover photos are paid at a rate of \$25 for the photo. A small travel reimbursement is also available to KEMSA approved volunteer photographers who travel to help with service spotlight photos. The rate is \$25 for travel less than 100 miles and \$50 for more than 100 miles. Contributor reimbursements are not paid for articles and photos submitted for the Service Chronicles.

All materials for the KEMSA Chronicle should be sent to:

#### EDITOR

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