

## **ONCOLOGY SECTION FACT SHEETS INSTRUCTIONS TO AUTHORS**

### **PROPOSAL FOR FACT SHEET**

1. Complete Fact Sheet Proposal Form
2. Submit Proposal Form to Chair of Publications Committee via email
3. Proposal for Fact Sheet will be reviewed by members of the Committee
4. Author will be notified of approval or denial

### **WRITING FACT SHEET**

1. Follow Consumer Fact Sheet and/or Professional Fact Sheet Guidelines
2. Use current resources
3. Provide evidence to support recommendations
4. Prior to submitting Fact Sheet, have it reviewed by another professional and/or a writing center
5. Remember Fact Sheets are to be quick references for Consumers or Professionals. You cannot provide all information about the subject in one Fact Sheet. If there is too much information, consider condensing the information or writing two Fact Sheets on more specific topics.
6. Submit completed Fact Sheet to Chair of Publications Committee by email.
7. Fact Sheets will be reviewed by Publications Committee and feedback will be provided.
8. After the Publications Committee has approved the Fact Sheet, the Chair of the Publications Committee will submit the Fact Sheet to the Board of the Oncology Section for final approval.
9. After the Board of the Oncology Section has approved the Fact Sheet, it will be posted to the website by the webmaster.

### **NOTICE:**

Completed and approved Fact Sheets become the property of the Oncology Section, APTA. Authors of Fact Sheets will be cited on the publication.

