

Newsletter submission guidelines

EMPHN distributes and considers editorial submissions for two eNewsletters:

- **News from EMPHN**
- **GP Bulletin**

Purpose: To inform our stakeholders of EMPHN funded services, opportunities to work with us, and primary health news and information relevant to our catchment.

Content: Majority of content will derive from EMPHN initiatives and tender opportunities. Other content may be submitted by stakeholders not limited to service providers, health professionals, Government departments and agencies.

1.0 Our newsletters

News from EMPHN

Frequency: monthly (second Tuesday)

Audience: PHN staff, funding bodies, partnering organisations, service providers, mental health and AOD professionals, and other allied health professionals, MPs.

GP Bulletin

Frequency: twice monthly (first and third Thursday)

Audience: GPs, practice nurses, practice managers and other general practice staff

2.0 Submission guidelines

To help fulfil a remit to bridge service gaps and assist GPs and allied health providers with clear referral pathways, EMPHN can promote certain services to GPs and other stakeholders through newsletters. At the discretion of EMPHN, a service may be promoted if it meets the majority of the below criteria.

What we accept:

- Updates from the Government such as immunisation availability and requirements, updates to cancer screening requirements, health alerts, changes in other standards or requirements
- Best practice guides for general practice staff and allied health providers

- Scholarship opportunities
- Surveys and research opportunities and findings
- Newsworthy submissions on the following themes (reducing avoidable hospitalisations and emergency presentations, innovation, new or underutilised referral options, services that bridge gaps).

What we don't accept:

- Promotion of non-EMPHN training, events or conferences
- Promotion by private companies e.g. for services or pharmaceuticals goods

3.0 Submitting an article

Please submit your article and any attachments at least two weeks prior to publication to

- communications@emphn.org.au

Article requirements:

- 150 words max. in length
- Links to websites or fact sheets with more information
- Use simple English
- Spell out acronyms
- Include the key information in the first sentence – who, what, when where, why and how – followed by background/context

Although we aim to consult with you, some items may be edited or omitted without prior consultation to meet deadlines and changing priorities.