

12.00 KeePosted

12.01 OFFICIAL ICHP PUBLICATION

KeePosted is the official publication for the Illinois Council of Health-System Pharmacists. The Board of Directors, the Editor, the KeePosted Committee, and the ICHP staff have administrative responsibility for budgeting, editorial guidelines, format, publication, and distribution.

12.02 BUDGET

Budgeting needs are submitted to the Finance Committee before the November Board meeting each year. The budget includes supply, printing, mailing, and other related costs. Future budgeted costs are determined based on the preceding year's costs, anticipated improvements, the number of issues to be published, and inflation.

12.03 KEEPOSTED COMMITTEE

The KeePosted Committee assists the Editor with editorial guidelines, article solicitation, column establishment, and formatting. The committee is comprised of interested volunteers, including an assistant/associate Editor(s) and appropriate ICHP staff members. In addition, the Editor will be a non-voting member of the Board of Directors, and the associate/assistant Editor(s) will be invited as guests to Board of Directors meetings.

12.04 EDITORIAL GUIDELINES

Editorial guidelines are determined each year by the Editor, the KeePosted Committee, and the Board of Directors. They are posted on the ICHP website and should be followed. The Editor of the KeePosted has the final decision for inclusion or exclusion of any article.

12.04.01 Each issue of KeePosted contains articles such as:

- a. Calendar of events and meetings
- b. Report of the Executive Vice President
- c. President's message
- d. Institutional ads
- e. Membership applications
- f. Articles from Divisions and/or Committees
- g. Articles from Student Chapters

12.04.02 Additional information on a timely basis may include:

- a. Announcements of nominations
- b. Special advertisement for continuing education

Last reviewed December 2021

Approved by Board of Directors January 2022

- c. Editorial messages
- d. Open letters to the Editor (see 12.09)
- e. Special honors or promotions of Council members
- f. Legislative matters

Meeting summaries

- h. Policy statements
- i. Guidelines for implementing new laws or regulations

12.05 LAYOUT AND PRINTING

The Editor, in cooperation with the Manager of Communications, shall determine the layout and format.

12.06 INFORMATION GATHERING AND PRODUCTION GUIDELINES

12.06.01 Information shall be obtained from the following sources:

- a. All ICHP members are encouraged to forward important information for publication to the Editor.
- b. Individual Board members, Committee Chairman, Division Directors, or local affiliate officers may be solicited for information by the Editor.
- c. Other information will be gathered by the Editor as per guidelines established in Section 12.03.

12.06.02 Production and Deadline Guidelines

- a. Deadline dates will be announced by the ICHP office.
- b. All information to be included in KeePosted is coordinated by the Editors and the Communications Manager for typing and layout.

12.06.03 Copies are posted online on the ICHP website and mailed to the Illinois Council of Health-System Pharmacists members who have not opted out of the mailing.

12.06.04 All mailed copies are sent via first-class postage.

12.06.05 Whenever possible, other Council business such as elections, votes or constitutional changes, membership recruitment, etc., are included in the KeePosted to reduce separate charges.

12.07 FREQUENCY OF PUBLICATION

Four quarterly issues of KeePosted shall be distributed on the first day of February, May, August, and November.

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12.08 ADVERTISING POLICY FOR KEEPOSTED

Advertisements can be published in KeePosted to benefit ICHP members by dissemination of information and by generating revenue to offset the cost of services provided to members (see appendix A).

12.09 KEEPOSTED OPINION/EDITORIAL GUIDELINES

The KeePosted Committee recommends the following guidelines for opinion/editorial (Op-Ed) pieces submitted to ICHP. The title of the column will be **Another_x Perspective**.

All published (Op-Ed) articles will have the following disclaimer on the page the article is printed: *“Opinions expressed by authors of this article are their own and are not necessarily shared by ICHP or its members. ICHP will publish these articles from time to time to direct you to topics that may be of interest to you and to stimulate discussion on potentially controversial issues of the day.”*

- a. ICHP will publish a limited number of opinion/editorial pieces per year in the KeePosted.
- b. Articles should be no longer than 1000 words in length.
- c. Articles must contain the name of all authors (i.e., no “anonymous” pieces) and any potential conflicts of interest.

Articles should be non-commercial and of general interest to the readership of KeePosted. All opinion/editorial articles submitted to this column will be reviewed for appropriateness, and final approval will rest with the KeePosted committee. Authors are encouraged to submit ideas for Op-Ed pieces in advance to the KeePosted Assistant/Associate Editor

d.

ATTACHMENT A – KeePosted Advertising Rates

Premium Banner Ad	\$500 per issue		
Rotating Banner Ad	\$250 1 issue	\$225 3 issues	\$200 10 issues
30-Day Job Posting	\$250		

