

Nutrition Education and Obesity Prevention (NEOPB)
Local Health Department (LHD) News Bulletin
Guidelines Quick Reference Checklist

This is a quick reference checklist to assist you with preparing and proofing articles for the LHD News Bulletin. In addition, please refer to the ABC Handbook, the Acronyms List and Get a Grip on Grammar to ensure accuracy and consistency in your work product generated within the NEOPB.

Please utilize the following guidelines when creating your articles:

1. Write in the third person, using words like NEOPB, LHDs rather than writing in the first-person using words like "we," "they" and "us."
2. Documents should be single spaced with all margins 1". Font is always Arial size 12 point (11 or 11.5 font may be used on a limited basis if necessary, to fit documents on a certain number of pages).
3. Use personal pronouns only in appropriate correspondence (e.g., internal All Staff memos; we, our, etc.). Use the Department, "CDPH," etc.
4. Use a dash, not a slash between years (e.g., 2011-12).
5. When first using an acronym, the full name or title should be used followed by the acronym in parenthesis. The acronym should then be used consistently throughout the remainder of the document. (Note: remember when using acronyms to use the possessive and plural properly, e.g. LHD's, LHDs). Also, if a title/acronym is being used in an article, but only used once in entire article, acronym is not required to be used.
6. If a sentence begins with an acronym, the word "The" must precede the acronym, except for Assembly Bill (AB) and Senate Bill (SB) acronyms. It is not necessary to use "the" before an acronym if it is within a sentence (e.g. the building at 1616 Capitol Avenue is CDPH).
7. Do not use contractions (e.g., can't, shouldn't, etc.).
8. Place periods after independent clauses (complete sentences), dependent clauses or long phrases that follow bullets. No periods are needed after short phrases unless the phrases are essential to the grammatical completeness of the statement introducing the list.
9. There are always two spaces after the punctuation at the end of a sentence.
10. When three or more items in a series and the last item is preceded by the words or, and, or nor, do not place a comma before a conjunction in a series (e.g., employee, manager, and employer). Commas are not used when or, and or nor is used to connect all the items in a series (e.g. neither cameras nor jewelry nor appliances were stolen from the store).
11. Check for spacing before and after headers and bullets. It should be consistent.
12. When using a person's name within the document or within the close, include his/her title.

13. When using the word “state” to refer to the State of California, use only lower-case letters.
14. **RUN SPELL CHECK** in Word and Excel. Confirm your computer settings to ensure that spell check is turned on for words in upper case.
15. Confirm and check the print setting; then print and proof your document. Read the document carefully to check for accuracy, grammar, and punctuation and to ensure that the correct words are used. Spell check will not flag misused, but correctly spelled words.
16. Double-check spelling and titles of names and read the document for flow and content as a final proof.
17. When returning a document (after edits were made), include the updated document and copy of requested edits.
18. You ***must*** have prior approval from your supervisor and submit email approval with your article for the newsletter or it will be returned.
19. You ***must*** have an article title and ensure your article is accurate, correct, and concise prior to submission.
20. You ***must*** submit your articles on the request form and by the ***Due Date***. If your article is submitted late, it will be put in the next news bulletin.

Note: If you do not submit your article by the due date, you must email a justification with a cc to management as to why the article is late and why it should be added to the current newsletter (e.g., time sensitive, corrections, etc.).

If you have any questions, contact the LHD News Bulletin Editor at NEOPB_PRGD@cdph.ca.gov.

**SUBMIT YOUR BEST QUALITY ARTICLES
FOR THE
LHD NEWS BULLETIN TO REPRESENT NEOPB!**