

DMH Connections Article Submission FAQ's

DMH Connections is a monthly publication for staff, stakeholders, and the entire Mental Health Community. We appreciate and will review all submissions.

When submitting an article or event, please follow the guidelines below:

- DMH Connections is a monthly e-newsletter that highlights the positive work, events, achievements and accomplishments happening in and around the Department of Mental Health and the Mental Health Community.
- DMH Connections is emailed to all DMH staff and community stakeholders generally during the first week of each month.
- Please send an email to Michelle Cormier Tallman michelle.a.cormier@massmail.state.ma.us to let her know that you plan to submit an article or event. You should also send your completed articles and event postings to her.
- The deadline submission is the **15th** of the previous month. If there is a feature theme for the following month, it will be listed in the current DMH Connections newsletter.
- Submissions shortly after the deadline are often accepted if you have contacted Michelle and she is expecting an article.
- Please keep all articles to a one and a half page maximum using a standard 11 or 12 point type font. Generally one page is ideal.
- Photos, videos, and web link resources related to the article are always welcome
- A Consumer Consent form must be signed by all consumers who are referenced in articles and/or photos. Please email Michele for a copy of the form.
- Please either scan or fax the signed forms
Fax to 617 626-8131, Attn: Michelle Cormier or
Email: michelle.a.cormier@massmail.state.ma.us

Some ideas we are looking for are:

Articles

- Outstanding staff and consumers - recognitions, achievements and accomplishments, or "A Day In the Life" (question template attached)
- Events, trainings or conferences happening in your divisions and facilities
- RLC,s, clubhouses and partnership with other agencies
- Success stories of our Initiatives (CBFS, CBHI, Healthy Changes etc.)
- Any ideas you may have that would highlight the positive happenings at DMH and throughout the Mental Health Community!

Photos

- Accompany an article with a photo or two.
- - Capture events for an album in the DMH Photo Gallery. On Flickr: <https://www.flickr.com/photos/massdmh/sets/> Short video clips also welcome.
- Photo of the Month - please include a one line caption or one short paragraph to accompany the photo.

Events to be listed in the Conferences and Events section (at least one month prior to the event if possible!

Please be sure all consumers who are named in the articles or pictured have signed a consumer consent form (attached).

We look forward to hearing about your events, accomplishments and achievements that will continue to make our newsletter a success!