
Eye2Eye magazine

Guidelines for submitting articles

Eye2Eye is produced quarterly. RANZCO welcomes the submission of updates, news and feature articles. When submitting an article, please ensure that you have read the Communication Policy.

Some things to note:

- Contact the editor of *Eye2Eye* to discuss the nature of your article, its word length, and when you would like it published. Agree to a word length for your article with the editor before you start writing.
- *Eye2Eye* is themed so your article may be held-over until an appropriate theme is in production.
- Articles must be supplied as a Word document (final edited copy).
- If articles include photos, graphs and/or illustrations, they must be submitted to the editor in high resolution format.
- Authors may request for particular information in an article to be turned into an infographic.
- Authors must adhere to deadlines unless an alternative agreement is made with the Editor. Submitting material earlier than the deadline is appreciated.
- We list contributors so please supply the author's full name, position or title relevant to the article, a 50-word bio and a high resolution head shot.
- It is the author's responsibility to obtain written permission for the use of any copyrighted material.
- Please declare any conflict of interest when an article is submitted.
- The Editor reserves the right to edit articles for reasons of space, style, format or clarity.
- The Editor reserves the right not to publish an article, as outlined in the RANZCO Communication Policy.
- Obituaries must be written by a family member, close friend or colleague of the deceased. The family of the deceased may choose not to have an article at all, in which case, RANZCO will publish some basic details about the deceased.

Some tips when submitting articles:

Headlines: suggested titles of articles should be no longer than six words. RANZCO's communications team can suggest headlines if you're unsure.

Subheadings: we encourage the use of sub-headings to break up large amounts of text.

References: As *Eye2Eye* is a magazine publication and not a scientific journal, RANZCO will not be publishing references (superscripts and footnotes) in an article. A copy with the references will be kept on file and readers who wish to see references will be asked to contact the College which will be indicated at the end of the article.