AUTHOR'S GUIDE FOR CREATING CONTENT FOR ACLP WEBSITE

CREATING WEBPAGES

Creating content for the website is not difficult. Prepare your content as a simple Word document. Following is an example with three webpages.

You can use titles, subtitles, and blocks of text. You do not need to worry about the typographic design. We will use colors and sizes of text consistent with our website look.

Your content is hypertext, which means it can contain links to other content. Links can be inserted anywhere in your text. Links are typically shown by underlining. Clicking on the link can take the reader to another point on the page, to another page in your content, to another location in the ACLP website, or to any location on the internet. The link might also lead to a document, a photo, a video, or an audio recording. The underlined characters in the link can be words, descriptive phrases, or an entire web address, such as here, Author Guide, or https://www.clpsychiatry.org/. Identify in your draft where each link is supposed to point. The easiest way to indicate this may be to use Insert Link to insert the address into your Word document.

You can use italics, bold, underlining, etc, in your text.

You can include photos, diagrams, or tables in your page (for instance, see Page B below). Indicate clearly where these are to appear.

You can emphasize a part of your content with a box (see Page C below).

We can do more complex formatting if you include your suggestions.

The web team is responsible for formatting, but you must provide content which is clear and complete.

You can also send us changes to existing pages on the website. You must provide specific instructions to the web team. For example, you might copy and paste existing content into a Word document and then indicate your changes and additions in red.

CREATING DOCUMENTS OR SLIDE SETS

We also host files which are available to the user to download. Examples include documents such as bibliographies, how-to guides, trainee evaluation forms, or the like, or PowerPoint slide sets.

The ACLP name and logo should appear on the document.

From the Education Committee, Paul Desan MD PhD
and Sahil Munjal MD. Version of January 30, 2024.

ACADEMY OF CONSULTATION-LIAISON PSYCHIATRY

The Committee or Subcommittee or SIG sponsoring the work should be identified, typically in a footer.

Any conflict of interest on the part of the authors should be identified (or denied).

Bibliographic references should be listed with a consistent format. We recommend the National Library of Medicine default style. Please include DOI links (Digital Object Identifier links).

Do not include material which is copyright, such as figures or tables from copyright, non-open-access, papers, unless you have written permission for use of the material.

Similarly, do not link to a .pdf or other version of a copyright paper. You can link to a DOI or a publisher's link, so that the reader will be able to open the content if browsing from an institution with an appropriate subscription.

Scientific and medical content must be peer reviewed by at least one individual who is not an author: the chair of the relevant committee or subcommittee or SIG will oversee this process and receive the written review. Typically, the peer reviewer(s) are member(s) of the committee, subcommittee, or SIG. The peer reviewers should evaluate the content, as well as that the title and authors are clearly identified, that conflict of interest statements are complete, that material is appropriately referenced, that no copyright material is included, and the material is formatted and professional in appearance. Content which represents standard clinical practice or clear scientific agreement can be approved by the chair. Content which represents expert opinion beyond existing consensus must be accepted by vote of the committee or subcommittee.

Content should be identified by a title, authors, and date of approval for publication: this is a peer-reviewed work of scholarship that can be reported on a CV.

The work must be neatly formatted with appropriately aligned margins.

The document or PowerPoint should be saved as a .pdf file.

APPROVAL OF CONTENT FOR POSTING

Content for the website must be approved the Chair of the Committee representing the Board of Directors (eg, content from the Education Subcommittees must be approved by the Chair of the Education Committee). Content from the SIGs must be approved by the Board representative to the SIGs.

Content that represents policy recommendations or clinical guidelines must be approved by the Board of Directors. There is a specific protocol for assembling such content and presenting it to the Board. Please inquire prior to preparing such content.

Page A

Title1

Text xxxxx xxxxx xxxxx

Page B

Title2

Text xxxxx xxxxx xxxxx

Page C

Title3

Index

Topic A
Topic B
Topic C

Topic A xxxxx xxxxx xxxxx