



AMSA INTERNATIONAL **eNEWSLETTER**

Asian Medical Students' Association International **eNEWSLETTER GUIDELINE**

PREAMBLE

The eNewsletter of AMSA International is a subsidiary of AMSA International, producing regular publications, designed to provide quarterly updates for members of AMSA International on activities, notices, and opportunities run at AMSA Members and throughout the organisation. It serves to provide regular communication with medical students from all AMSA Members. All members are also welcomed to submit other content to the eNewsletter of AMSA International. All procedures are supervised by the CEN.

SECTION 1 **OBJECTIVES**

- (1) To provide members with deeper knowledge and broader insight regarding current health issues.
- (2) To provide regular updates for members of AMSA International on activities and opportunities run at AMSA Members and throughout the organisation.
- (3) To provide a platform which serves as a communication media within AMSA International's wider community.
- (4) To provide a platform which serves to strengthen the relationship between members, alumni, and other medical students' organisations.

SECTION 2 **COMMITTEE**

- (1) The eNewsletter Editorial Board shall consist of the following:
 - (i) Chief Editor of eNewsletter (hereinafter referred to as CEN);
 - (ii) Chapter Representatives;
 - (iii) Proofreaders Team; and
 - (iv) Layout Designers.
- (2) The eNewsletter Editorial Board is elected as follows:

- (i) The CEN is elected as part of the Executive Committee through the regeneration process of AMSA International; and
- (ii) The Chapter Representatives, Proofreaders Team, and the Layout Designers are elected from the open calls during the start of the tenure by selection process and interview process held by the incoming CEN.

SECTION 3 RESPONSIBILITIES

- (1) The eNewsletter Editorial Board has the following responsibilities:
 - (i) To maintain the quality and continuity of the eNewsletter of AMSA International;
 - (ii) To encourage the members of AMSA International to read and contribute to the eNewsletter; and
 - (iii) To increase the publicity of the eNewsletter of AMSA International.
- (2) The CEN has the following responsibilities:
 - (i) To be responsible for the quality and continuity of the eNewsletter of AMSA International;
 - (ii) To coordinate a subcommittee team, made up of Chapter Representative, Proofreaders Team, and Layout Designers to assist in the publication of the eNewsletter of AMSA International, with the consent of the Senior Officers;
 - (iii) To attend the eNewsletter Editorial Board Online Meeting which will be conducted for a minimum frequency of four in one tenure;
 - (iv) To finalise the theme, subtheme, section, and design style for each eNewsletter along with eNewsletter Editorial Board;
 - (v) To be in charge of collecting, compiling, and publishing content for the eNewsletter of AMSA International;
 - (vi) To provide guidelines for the prospective contributors of the eNewsletter of AMSA International;
 - (vii) To supervise and coordinate with the Chapter Representatives and the Layout Designers;
 - (viii) To increase the publicity of the eNewsletter of AMSA International;
 - (ix) To work closely with the General Secretary and Director of Publications and Promotions for branding purposes;

- (x) To ensure adherence to the Secretarial and Clerical Guidelines, and Corporate Identity Guidelines;
 - (xi) To coordinate with other Executive Committee in promoting all AMSA International activities in the eNewsletter of AMSA International; and
 - (xii) To be present and reachable on business hours (08:00–22:00 (GMT+8)).
- (3) The Chapter Representatives have the following responsibilities:
- (i) To attend the eNewsletter Editorial Board Online Meeting which will be conducted for a minimum frequency of four in one tenure;
 - (ii) To finalise the theme, subtheme, and section for each eNewsletter along with the eNewsletter Editorial Board;
 - (iii) To become AMSA International's bridge of communication in terms of eNewsletter affairs to their respective chapters;
 - (iv) To contact the N-EB regarding the call for submissions and publication of the eNewsletter;
 - (v) To encourage Members to contribute in the eNewsletter of AMSA International;
 - (vi) To conduct activities that could increase the eNewsletter publicity in each AMSA Member, including but not limited to the National eNewsletter Contributors' Meeting in each chapter; and
 - (vii) To help in the verification of facts, dates, and statistics using standard reference sources;
 - (viii) To proofread the assigned articles by checking grammatical errors and misspellings before second reviewing and a final Quality Control by the General Secretary;
 - (ix) To create activity reports by attending AMSA International activities if possible;
 - (x) To be responsible for engaging more people from the respective AMSA Member to write in the eNewsletter of AMSA International;
 - (xi) To increase publicity of the eNewsletter of AMSA International in the respective AMSA Member;
 - (xii) To give substantial feedback on the content and design of the eNewsletter of AMSA International;

- (xiii) To cooperate actively (<24 hours of messaging response) with the CEN if there are any necessities that are not mentioned above but related to the eNewsletter of AMSA International.
 - (xiv) To be present and reachable on business hours (08:00–22:00 (GMT+8))
- (4) The Proofreaders Team have the following responsibilities:
- (i) To attend the eNewsletter Editorial Board Online Meeting which will be conducted for a minimum frequency of four in one tenure;
 - (ii) To finalise the theme, subtheme, and section for each eNewsletter along with the eNewsletter Editorial Board;
 - (iii) To help in the verification of facts, dates, and statistics using standard reference sources;
 - (iv) To proofread the assigned articles by checking grammatical errors and misspellings before second reviewing and a final Quality Control by the General Secretary;
 - (v) To create activity reports by attending AMSA International activities if possible;
 - (vi) To give substantial feedback on the content and design of the eNewsletter of AMSA International;
 - (vii) To cooperate actively (<24 hours of messaging response) with the CEN if there are any necessities that are not mentioned above but related to the eNewsletter of AMSA International.
 - (viii) To be present and reachable on business hours (08:00–22:00 (GMT+8))
- (5) The Layout Designers have the following responsibilities:
- (i) To attend the eNewsletter Editorial Board Online Meeting which will be conducted for a minimum frequency of four in one tenure;
 - (ii) To finalise the theme, subtheme, and section for each eNewsletter along with the eNewsletter Editorial Board;
 - (iii) To finalise the design style for each eNewsletter along with eNewsletter Editorial Board;
 - (iv) To create the layout for the eNewsletter of AMSA International;
 - (v) To create illustrations needed to make the eNewsletter of AMSA International more appealing to our audience;
 - (vi) To create activity reports by attending AMSA International activities if possible;

- (vii) To cooperate actively (<24 hours of messaging response) with the CEN if there are any necessities which are not mentioned above but related to the eNewsletter of AMSA International; and
- (viii) To be present and reachable on business hours (08:00–22:00 (GMT+8))

SECTION 4

GUIDELINES FOR PROSPECTIVE CONTRIBUTORS FROM MEMBERS OF AMSA INTERNATIONAL

- (1) Preamble
This guideline is created by the CEN for all prospective contributors of the eNewsletter of AMSA International, applicable to all members of AMSA International. This guideline contains the procedure necessarily known by the prospective contributors from the submission of articles to their publication.
- (2) Submission Criteria
Materials that are accepted for submissions to the eNewsletter of AMSA International are:
 - (i) Scientific articles, essays, reviews, interviews, reports, and opinion articles which follow the current theme of the eNewsletter;
 - (ii) Articles about AMSA Member and university activities which have been approved by the Regional Chairperson;
 - (iii) Articles about AMSA Member and university profiles which have been approved by the Regional Chairperson;
 - (iv) Articles about AMSA Member's sociocultural activities and history;
 - (v) Articles about hobbies, such as music, sports, games, and movies; and
 - (vi) Any other creative contents, such as photography, illustrations, comics, fictional writings, and poems. Any information about additional sections will be shared during the call for submissions.
- (3) Submission Procedure
All members of AMSA International are eligible to contribute in the eNewsletter of AMSA International via the eNewsletter Submission Form (<https://newsletter.amsa-international.org/submission>) that

will be shared by the Chapter Representatives and through the official social media of AMSA International during the call for submissions. To contribute, members of AMSA International should follow these terms:

- (i) All prospective contributors need to make sure that they have filled in the eNewsletter Submission Form with their full names, email addresses, phone numbers, name and faculty of their universities, countries, and authors' photographs;
 - (ii) For members of AMSA International, please state "AMSA" on the "organisation" question and the name of your AMSA Member on the "country" question in the eNewsletter Submission Form;
 - (iii) All prospective contributors need to make sure that the submitted authors' photographs are of high quality and the facial features can be seen clearly;
 - (iv) The language used in the submitted content must be English (UK);
 - (v) The word count for an article is between 700 - 1500 words;
 - (vi) The citation limit is 20%;
 - (vii) All prospective contributors are also encouraged to attach all the references and materials from external sources. Reference cited with Vancouver style of citing is strongly preferable;
 - (viii) All prospective contributors can submit visual materials to be used alongside the article. Please keep in mind to only submit free copyright materials in PNG or JPEG format. To search for free copyright materials, contributors can go to websites such as <https://pixabay.com>, <https://unsplash.com>, and <http://www.freepik.com>;
 - (ix) All prospective contributors should only submit their articles in Microsoft Word Document format (.doc or .docx) without any visuals. All prospective contributors should upload the visuals separately from their articles;
 - (x) All prospective contributors should not commit to any content that is against the Communication and Multimedia Act 1998 of Malaysia; and
 - (xi) All prospective contributors should understand that submission of articles does not guarantee publication.
- (4) Review Procedure

Once an article is received via the eNewsletter Submission Form:

- (i) The CEN will make sure that prospective contributors' data are stated completely and clearly (full names, email addresses, phone numbers, name and faculty of their universities, countries, and authors' photographs). If the data is incomplete, the author(s) will receive an email to complete their data;
- (ii) Once the data is complete, the article will be uploaded to Google Drive to be checked and proofread by Chapter Representatives;
- (iii) Articles will be checked for the 20% citation limit using plagiarism checker websites such as <http://www.quetext.com> or <http://www.duplichecker.com>. The Chapter Representatives will contact the writer if the article exceeds the 20% citation limit to amend the article. Each author is only given one chance of amendment;
- (iv) Articles will also be checked for grammatical errors and misspellings. If there is any mistake, the Chapter Representatives and/or Proofreaders Team will correct the mistake immediately and later pass it to the General Secretary of AMSA International for a final Quality Control check. After the Quality Control check, the Chapter Representatives and/or Proofreaders Team will upload the corrected article to Google Drive to be designed by the Layout Designers;
- (v) Once designing is complete, the eNewsletter will be reviewed by the eNewsletter Editorial Board to cross-check for any mistakes and errors;
- (vi) The final version of the eNewsletter will be quality controlled by the General Secretary before publishing it at the official website and official Issue of AMSA International;
- (vii) All prospective contributors will receive an e-certificate of appreciation after the publication of the eNewsletter that will be announced by the eNewsletter Editorial Board to the prospective contributors' emails; and
- (viii) All prospective contributors are also encouraged to fill in the Reader's Feedback Form (<https://newsletter.amsa-international.org/feedback>) once the eNewsletter is published.

SECTION 5

GUIDELINES FOR PROSPECTIVE CONTRIBUTORS FROM PARTNERS OF AMSA INTERNATIONAL

(1) Preamble

This guideline is created by the CEN for all prospective contributors of the eNewsletter of AMSA International, applicable to partners of AMSA International. This guidelines contains the procedure necessarily known by the prospective contributors from the submission of articles to their publication.

(2) Submission Criteria

Materials that are accepted for submissions to the eNewsletter of AMSA International are:

- (i) Scientific articles, essays, reviews, interviews, reports, and opinion articles which follow the current theme of the eNewsletter;
- (ii) Articles about the organisation's profile;
- (iii) Articles about the organisation's activities;
- (iv) Articles about hobbies, such as music, sports, games, and movies; and
- (v) Any other creative contents, such as photography, illustrations, comics, fictional writings, and poems. Any information about additional sections will be shared during the call for submissions.

(3) Submission Procedure

All partners of AMSA International are able to contribute in the eNewsletter of AMSA International on a case-by-case basis with reference to the agreed MoU, via close liaison with the Vice Overall Chairperson External and the Liaison Officers of AMSA International. The eNewsletter Submission Form (<https://newsletter.amsa-international.org/submission>) will be shared by the relevant Liaison Officer of AMSA International during the call for submissions.

To contribute, partners of AMSA International should follow these terms:

- (i) All prospective contributors need to make sure that they have filled in the eNewsletter Submission Form with their full names, email addresses, phone numbers, name and faculty of their universities, countries, and authors' photographs;
- (ii) For partners of AMSA International, please state the name of your organisation on the "organisation" question and the

- name of your country on the “country” question in the eNewsletter Submission Form;
- (iii) All prospective contributors need to make sure that the submitted authors' photographs are of high quality and the facial features can be seen clearly;
 - (iv) The language used in the submitted content must be English (UK);
 - (v) The word count for an article is between 700-1500 words;
 - (vi) The citation limit is 20%;
 - (vii) All prospective contributors are also encouraged to attach all the references and materials from external sources. Reference cited with Vancouver style of citing is preferable;
 - (viii) All prospective contributors can submit visual materials to be used alongside the article. Please keep in mind to only submit free copyright materials in PNG or JPEG format. To search for free copyright materials, contributors can go to websites such as <https://pixabay.com>, <https://unsplash.com>, and <http://www.freepik.com>;
 - (ix) All prospective contributors should only submit their articles in Microsoft Word Document format (.doc or .docx) without any visuals. All prospective contributors should upload the visuals separately from their articles;
 - (x) All prospective contributors should understand that submission of articles does not guarantee publication; and
 - (xi) All approved articles will proceed into the review procedure and the respective authors will be notified through the Liaison Officers of AMSA International.
- (4) Review Procedure
- Once an article is received via the eNewsletter Submission Form:
- (i) The CEN will make sure that prospective contributors' data are stated completely and clearly (full names, email addresses, phone numbers, names and faculty of their universities, countries, and authors' photographs). If the data is incomplete, the author(s) will receive an email to complete their data;
 - (ii) Once the data is complete, the article will be uploaded to Google Drive to be checked and proofread by the eNewsletter Editorial Board;

- (iii) Articles will be checked for the 20% citation limit using plagiarism checker websites such as <http://www.quetext.com> or <http://www.duplichecker.com>. The eNewsletter Editorial Board will contact the writer if the article exceeds the 20% citation limit to amend the article. Each author is only given one chance of amendment;
 - (iv) Articles will also be checked for grammatical errors and misspellings. If there is any mistake, the Chapter Representatives and/or Proofreaders Team will correct the mistake immediately and later pass it to the General Secretary of AMSA International for a final Quality Control check. After the Quality Control check, the Chapter Representatives and/or Proofreaders Team will upload the corrected article to Google Drive to be designed by the Layout Designers;
 - (v) Once designing is complete, the eNewsletter will be reviewed by the eNewsletter Editorial Board to cross check for any mistakes and errors;
 - (vi) The final version of the eNewsletter will be quality controlled by the General Secretary before publishing it at the official website and official Issue of AMSA International;
 - (vii) All prospective contributors will receive a token and an e-certificate of appreciation after the publication of the eNewsletter that will be announced by the eNewsletter Editorial Board to the prospective contributors' emails; and
 - (viii) All prospective contributors are also encouraged to fill in the Reader's Feedback Form (<https://newsletter.amsa-international.org/feedback>) once the eNewsletter is published.
- (5) Advertisement Inquiry
- To place an advertisement, please contact the CEN at cen@amsa-international.org and Vice Overall Chairperson External at vicechairexternal@amsa-international.org. Please include your company or organisation's profile and advertising terms in the email.

SECTION 6

SUBMISSION GUIDELINES FOR MEMBERS OF AMSA INTERNATIONAL TO PLATFORMS OF PARTNERS OF AMSA INTERNATIONAL

(1) Preamble

This guideline is created by the CEN for all prospective contributors of other platforms of AMSA International's partners, applicable to all members of AMSA International. This guidelines contains the procedure necessarily known by the prospective contributors from the submission of articles to its publication.

(2) Submission Criteria

Submission criteria will depend on the platforms of partners of AMSA International.

(3) Submission Procedure

All members of AMSA International are eligible to contribute to other platforms of partners of AMSA International on a case-by-case basis with reference to the agreed MoU, via close liaison with the Vice Overall Chairperson External and the Liaison Officers of AMSA International. All members of AMSA International are able to contribute by sending the submission materials through the official emails of the CEN (cen@amsa-international.org) and the relevant Liaison Officer of AMSA International. The announcement regarding the call for submissions to other platforms of partners of AMSA International will be shared by the Liaison Officers of AMSA International. To contribute, members of AMSA International should follow these terms:

- (i) All prospective contributors need to make sure that they have sent their articles with their full names, email addresses, phone numbers, name and faculty of their universities, countries, and authors' photographs, or at minimum, according to the required personal information set by the partners of AMSA International;
- (ii) All prospective contributors need to make sure that the submitted authors' photographs are of high quality and the facial features can be seen clearly;
- (iii) All prospective contributors need to make sure that they have followed the respective platform guidelines given by the partners of AMSA International;
- (iv) All prospective contributors are also encouraged to attach all the references and materials from external sources;
- (v) All prospective contributors can submit visual materials to be used alongside the article. Please keep in mind to only submit free copyright materials in PNG or JPEG format. To search for free copyright materials, contributors can go to websites

- such as <https://pixabay.com>, <https://unsplash.com>, and <http://www.freepik.com>;
- (vi) All prospective contributors should only submit their articles in Microsoft Word Document format (.doc or .docx) without any visuals. All prospective contributors should upload the visuals separately from their articles;
 - (vii) All prospective contributors should understand that submission of articles does not guarantee publication; and
 - (viii) All approved articles will proceed into the review procedure by partners of AMSA International and the respective authors will be notified through the Liaison Officer of AMSA International.
 - (ix) All articles from members of AMSA International that are rejected by the partners of AMSA International will be considered to be published in the eNewsletter of AMSA International.

SECTION 7 PUBLICATION PLATFORMS

The eNewsletter of AMSA International is published at the official website of AMSA International (<https://newsletter.amsa-international.org/>) and in the official Issuu of AMSA International (<https://issuu.com/amsainternational>).

SINCE 1985