

## **Guidelines for using agreed health articles in your organisation's newsletter**

These guidelines are designed to give organisations clear direction in using agreed-upon information written by the Jean Hailes Foundation for Women's Health.

The Foundation is making a series of women's health articles available to various organisations, including health and community groups, for publication in your newsletter during 2010 for noncommercial, nonprofit, educational purposes only.

We are pleased to provide you with monthly articles, starting in January through until December 2010. We will email you articles between 250-400 words at the beginning of each month.

In consultation with Australian Copyright Laws we require that you acknowledge the articles to the Foundation as follows:

*Published with the permission of the Jean Hailes Foundation for Women's Health*

We would also appreciate if you could include our website address [www.jeanhailes.org.au](http://www.jeanhailes.org.au) and our tollfree number **1800 151 441** for women seeking further health information.

### **Jean Hailes Editorial Policy**

The Jean Hailes Foundation publishes a wide variety of medical information in print and electronic form. The importance of editorial rigour for medical information cannot be overstated.

The Foundation Editorial Committee provides final approval and authorisation for publication under the Jean Hailes Foundation imprimatur for all information following the internal peer review process if not already subjected to satisfactory peer review elsewhere.

### **Editing articles**

We do ask that you do not alter or edit the content in any way. If you do need to edit articles to fit your newsletter please email final copy to the Senior Communications Officer [aleeza.zohar@jeanhailes.org.au](mailto:aleeza.zohar@jeanhailes.org.au) prior to publication. This is of particular importance in regards to emotional health articles, as information can be taken and read out of context.

### **Copyright keypoints**

According to the Australian Copyright Council (ACC):

- You generally need permission to use someone else's text or images in your newsletter
- In most cases, even if you make changes to someone else's work, you will still need permission to be able to use their work
- There is no general exception to copyright obligations for non-profit organisations or purposes