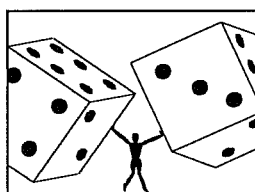
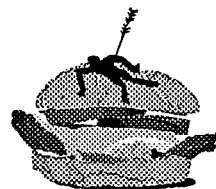
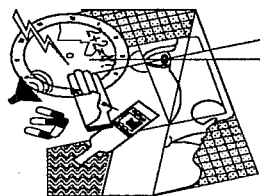
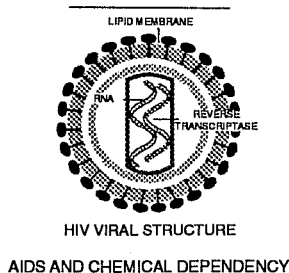


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### General Guidelines:

- Text submitted should be from 1000 to 1500 words in length and should be submitted in APA style. Text will be edited for errors, design, typesetting, and general style per the APA style manual.
- Any graphics the author may wish to include should be submitted along with the text in the form of black and white photos or clean, camera-ready art. The preferred format for photos is 5" X 7", with 8" X 10" the maximum size our office technology can accommodate. We do not include photos of authors.
- A brief note about each author is included in the format, so we ask that a short statement describing position, title, and degree be included.
- Please include a minimum of four references for the "References" section of the fact sheet and a minimum of four references for the "Readings for Further Information" section.
- The language of the fact sheet should, to the greatest extent possible, be appropriate for the intended audience of professional and para-professional treatment and education personnel and the general public.
- References to organizations normally using an acronym for their name should first be made by giving the full name of the organization, with the acronym following in parentheses. All subsequent references to that organization should be made using the acronym. Ex: The National Institute on Drug Abuse (NIDA).
- Numerical references other than monetary amounts should be written out (e.g. "five" rather than "5").
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- A brief explanation and description of the topic.
- A brief historical examination of the topic.
- A discussion of legal, social, personal, or family implications or penalties related to the topic.
- A discussion of research findings, treatment options, or other available assistance related to the topic.

These content guidelines are intended to provide only a suggested listing of items to be included. The order, emphasis, and opinions are, of course, left up to the author.

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