Last updated: December 2020

Dear member of the Medical Division,

Caduceus newsletter is the official publication of the Medical Division of the American Translators Association (ATA). It is published on the [ATA Medical Division website](). In it we share reviews, resources we find, ask questions about ethics and standards of practice, and much more.

Caduceus is made for our members and by our members. With that in mind, we would like to invite you to share your knowledge with your fellow medical translators and interpreters. We are always looking for new, interesting, and educational content for our newsletter.

Here are some of the ways you can contribute:

- Articles: 800 to 2,500 words. They can be educational, informative, etc.
- Reviews: 600 to 1,000 words. Could be reviews about books, conferences, you name it.
- Letters: 300 words. You can write to us with opinions, statements, announcements, or questions (we will do our best to reply!)

Submissions should follow these **guidelines**:

- All submissions must be written in English.
- Send your submission via email to caduceusnewsletter@gmail.com as a Word document.
- Include author's name, email address, a short bio (50 to 80 words), and a headshot (optional).
- Avoid long blocks of text. Break down the main points of the article into sections with subheads.
- Do not attempt to cover everything about a particular topic in one article. Narrow the focus of discussion to a few main areas.
- Text must not be "advertorial," promotional, or "marketing" in nature. Avoid self-promotion and make sure the text is not biased toward your products and services. With this in mind, you can demonstrate how the product can be used and highlight your level of expertise using specific examples that are easy to follow.
- Each submission is evaluated for content by our Editorial Committee.
- Our copy editors polish your article for flow and consistency.
- All articles are subject to editing for grammar, style, and space limitations.

We look forward to receiving your contributions!