



THE AFSM NEWSLETTER

THE ASSOCIATION OF FORMER PAHO/WHO STAFF MEMBERS

Author Guidelines for Newsletter Articles

We welcome contributions that inform, engage, and inspire our retiree community. Please follow the guidelines below when preparing your article:

1. **Length:** Please limit your article to 600 words and no more than 800 words.
2. **Title and Summary:** Submit with a clear title of your article, subtitle and **provide** the most important information and concise summary in the first paragraph to enable readers to quickly assess its relevance and their interest.
3. **Content:** Relevant to retirees and of general interest (health and well-being; travel and leisure; life after retirement; personal reflections or experiences; PAHO-related topics).
4. **Language and style:** Clear, concise, and engaging. Avoid jargon and complex language; keep a respectful, inclusive tone; avoid sensitive or divisive topics (political or religious issues). If using an acronym, spell out what it means the first time it is used.
5. **Images (optional):** Include photos with captions and credits, if possible
6. **Use of IA: After writing your article and for final edits, please consider using Artificial Intelligence (A.I.).** We suggest using Copilot, Chat GPT, or Claude.
If you are comfortable using A.I. tools (e.g., Copilot, ChatGPT, Claude), Upload your text and ask A.I. to:
 - **Edit your article** for clarity, style, flow, grammar/syntax;
 - **Generate a summary** of 3-4 sentences that could be used as the first paragraph of your article;
 - **Generate a headline** that could be used as the title and a one-sentence "deck" that is generally used as a subtitle.
7. **Review A.I. Changes** and correct errors of fact or emphasis.
8. **Format and Submission:** Submit your article AFSM Newsletter Editor in Microsoft Word with title and author's name.