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| Primary Health News |
| Template for stakeholders to submit items |

# Primary Health News is a monthly publication providing updates to a range of primary health providers across Victoria.

Primary Health News will usually be published at the start of each month. To submit an item, please complete the template below (deleting the instructions) and email it to **ph.news@dhhs.vic.gov.au**

[Please click here to view previous editions of Primary Health News.](https://www2.health.vic.gov.au/primary-and-community-health/primary-care/primary-health-news)

Please keep your item as brief as possible. Items may be edited to help make them short and clear.

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| **Title\*** | [1 line limit] |
| **Summary\*** | [1-3 sentences] |
| **Web links\*** | [Please insert URL link] |
| **Image** | [Please add images as an attachment accompanying this email.]  The minimum image size is 200x200 pixels and can be in JPG, TIFF, PNG or GIFF format. |
| ***The information requested below is for internal use only and will not be published unless requested*** | |
| **Target audience\*** | [Who is/are the target audience for this event/news/information?] |
| **Contact Person\*** | [Please nominate a contact or generic contact position] |
| **Contact Phone\*** | [Please give a contact number or information line number] |
| **Contact email\*** | [Please include a contact email] |

*Please note the fields marked with an asterisk (\*) are mandatory.*

**Examples of what will be included in the PH News**

* Training and professional development opportunities for people who work in primary health services across the State.
* Information about projects that DHHS is funding or sponsoring.
* Research or evaluation projects which are relevant to primary health services.

**Examples of what will not be published in the PH News**

* Advertisements for positions and job description, except advertisements for relevant postgraduate scholarships.
* Items that contravene Government or department policies.

The department reserves the right to review content and decide not to publish information that is inappropriate, does not align with departmental priorities or does not have an evidence base.

**Tips on writing for the web**

You may find the following tips useful when drafting your article:

* Write for your audience – who is your reader and what do they need to know?
* Use simple and direct language.
* Use the active voice.
* Don’t use jargon or bureaucratic language.
* Avoid acronyms.
* Use gender-neutral text e.g. they/their/them, not he/she/his/hers.
* Use short sentences and paragraphs.

For more information, you may find the following website useful ‘[Writing for the Web’](http://www.monash.edu/about/editorialstyle/writing/writing-for-web)