



Stillbirth Society of India

SOP for Monthly Newsletter

1

Goals and Objectives

To develop content and publish articles related to aims of the Stillbirth Society of India.

Scope

- One Newsletter will be issued per month and shall focus on different causes of stillbirth.
- The responsibility will be allocated to different committees, based on the SBSI newsletter calendar.
- The issue will be finalised by the newsletter committee and released after approval from the President, Vice-President and Secretary SBSI.
- In order to maintain a high quality and unified look of the newsletter it will be in accordance with the guidelines for contributors.
- All articles should be peer reviewed by the committee and approved by the committee chair responsible for issuance of that particular newsletter.
- There should be at least two and not more than ten articles per newsletter.
- Articles should be limited to 1000 words.
- Articles with practical points for clinical practice will be preferred.
- Articles with images will be preferred.
- The newsletter should formulate some recommendations for Indian settings pertaining to the specific cause of stillbirth.
- The decision of the newsletter committee will be final in terms of publication and uploading of the manuscript.
- The newsletter will be issued electronically as a PDF document and uploaded on website of SBSI.

Rules and Responsibilities of Newsletter Committee

- To communicate with SBSI members to obtain interesting and relevant articles, information from different conferences and meetings of working groups, committees and news pertaining to scientific updates on stillbirth.
- To prepare newsletter content from the articles submitted by contributors.
- To design the presentation of the newsletter.
- To send out the newsletter to SBSI members over email.
- To send the newsletter to IT committee for uploading on the website.