An Idea! You have an idea for an article! Grab some collaborators (if you want), determine who will be the Lead Author, and begin developing the article!

Note: The Lead Author is the person who will take the lead in submitting the article to SQA for publication and will coordinate all communication and revisions.

SS/C Review Once you have drafted your article and verified style & format, submit it to the appropriate Specialty Section(s) or Committee for review and approval.

For articles written on behalf of SQA, review and approval should be captured in the SS/C meeting minutes. If you are writing as an independent author, SS/C review is not required, but could be helpful.

Peer Review The Lead Author should submit the following as individual files to SQA at publications@sqa.org
1. Your article;
2. Completed Article Submission Form;
3. Completed Transfer of Copyright Agreement (if applicable);
4. Any related images.

The Board of Publications will review your article. Please respond to any required or suggested editorial comments. For Technical Articles the BoPubs will also forward the article to the Board of Directors for review and approval.

Congratulations! You’re an author. Your article will be archived on the SQA website. For Technical and Quality Spotlight Articles the citation will be in the article.

Important: At this point please visit the ‘Article Submission’ page on the SQA website (under Education & Career/ Publication Overview) for Style and Formatting information and submission and copyright forms.

The following types of articles are published in Quality Matters.

SQA News Articles — about the professional activities of SQA’s members, Specialty Sections, Committees, Regional Chapters, and MoU Organizations. [BoPub QM editor review only, send directly to publications@sqa.org]

Quality Spotlight Articles — about the industry at large, ranging from regulatory announcements to QA history to professional events attended by SQA members. These articles may be scholarly, but do not directly address scientific/quality methodology or technology, so they are not considered technical articles. [BoPub review]

Technical Articles — about the technical aspects of QA itself, e.g. position papers, methodology, interpretive guidelines, etc. Technical papers go through a review process (outlined below). To accommodate this process, these articles must be submitted one month in advance of regular newsletter or quality spotlight articles. [BoPub and BoDirector Review and approval]

Note: Articles intended for non-SQA publications on behalf of SQA will go through a review process similar to Technical Articles. Please contact publications@sqa.org early for further information.