

FINANCE DIVISION NEWSLETTER

THE *FINANCE CORNER*

The *Finance Corner* is an internal departmental quarterly newsletter of the Downstate Medical Center Finance Division, designed as a tool for the Division to communicate with its staff members as well as the Downstate community.

Staff members of the Finance Division are welcome to submit informational and educational articles for publication in the *Finance Corner*. Articles chosen to be published in the newsletter must adhere to the following policies and criteria.

SUBMISSION POLICIES AND CRITERIA

- Submit completed articles electronically in Word format to the editor.
- Include brief information of the author.
- Note any references or quotes included in the articles.
- Only original work which has not been published elsewhere will be considered.
- The Finance Division does not compensate guest authors or guarantee placement.
- Information to be published is subject to review and approval by senior management staff of the Division.
- The editorial staff reserves the right to determine which articles are fit for the audience of the newsletter or meet the publication standards of the Division, and to edit or use only part of any article submitted.
- Sample of subjects which will be considered for publication in the newsletter:
 - updates on projects undertaken by the Finance Division
 - information to educate staff and the Downstate community
 - write up to share our special accomplishments with the Downstate community
 - articles for promoting staff morale, improving customer service, etc.
 - special notes to welcome new appointments and congratulate individual staff member's academic/professional achievements
 - listing of staff members' birthdays, anniversaries, milestones
 - announcement of new publications, up-coming events, special training sessions, etc.