CCOS CTSA Coordination, Communication, & Operations Support

CTSA User Management

V1.0: October 7, 2025: Estimated 2 minute read

Overview

This guide provides detailed instructions for submitting a news article to the CCOS website through the Pitch and Article Form. It outlines formatting expectations, compliance requirements, and stylistic standards based on NIH and CCOS guidelines.

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Who Can Submit News?

All CCOS-registered users, communications staff, and CTSA hub representatives may submit articles for consideration. Submissions must align with the CCOS mission of advancing clinical and translational science and must align with NIH priorities.

Disclaimer and Review Policy

All submissions undergo review by the CCOS Communications Team and the National Center for Advancing Translational Sciences (NCATS). CCOS reserves the right to edit, reformat, or decline content that does not meet NIH, NCATS, or CCOS communication standards or does not align with NIH or NCATS priorities. Submissions must be free of proprietary or confidential information, and contributors must confirm permissions for all text and images.

Version History

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Formatting Guidance

Follow these rules when filling out the Pitch an Article form to ensure consistency and readability across the CCOS website.

Text Formatting Guidance

- **Bold**: Used for emphasis on program names or key terms
    - e.g. **Clinical and Translational Science Awards**
- *Italics*: Used for publication and Journal titles or emphasis within quotations.
    - e.g. The article was featured in the *Journal of Translational Medicine*.
- Do **not underline** text; underlining is reserved for hyperlinks.
- Avoid excessive capitalization or colored text. Colored text will not show on the website.
- Maintain standard spacing and avoid manual line breaks or tabs.

CCOS Style Guidance

- **Length**:
  - **Summary**: 1000 characters or less.
  - Body: No character limit.
- **Title**: 150 characters or less. Use colons or dashes sparingly.
- **Images**: Submit high-resolution images (minimum 1200 x 630 px)
  - Accepted file types are .jpeg, .jpg, and .png
- **Links**: Hyperlink descriptive text, not phrases like "click here." For example, hyperlink a phrase such as "Read the CCOS guidelines" instead

NIH Style Guidance

- **Voice and Tone**: Write clearly and concisely for a professional audience. Avoid promotional or subjective language.
- **Acronyms**: Spell out the full term at first mention, followed by the acronym in parentheses. Example: Clinical and Translational Science Awards (CTSA).
- **Dates**: Use the format "Month Day, Year" (e.g., October 7, 2025).
- **Numbers**: Spell out one through nine; use numerals for 10 and above unless starting a sentence.
- **Titles and Capitalization**: Use title case for headlines and sentence case for body text.

Submission Checklist

Before submitting your news article through the CCOS News Submission Form, confirm that:

1. Content aligns with NIH priorities.
2. Formatting follows NIH and CCOS style guidelines.
3. A clear title and author information is provided.

4.   Only accurate links and approved images are used.

5.   The submission has been reviewed by the person in charge of communications at your institution (if required by your institution)

Need Help?

For assistance or questions about formatting, review procedures, or submission eligibility, email the CCOS Communications Team.

For technical issues with submitting the form, email CCOS Support.

We'd Love Your Feedback

Your feedback helps improve CCOS resources. If you have suggestions for this guide, please email the CCOS Support Team with your comments.