

200-10

Publication Approval and Credit

Product/ Publication Approval

All products including publications, reports, brochures, letters of interest or other materials that are developed and produced using State Maternal, Child, and Adolescent Health (MCAH) Division allocation funds, must be approved by the MCAH Division prior to publication and distribution. Any products currently in use which have not been approved by the State MCAH Division must be approved prior to reprinting and further distribution.

The process for approval is as follows:

- Submit the product either electronically or by hard copy to the State MCAH Division Consultant sixty days prior to publication or reprinting.
- Include a cover letter explaining the purpose of the product and requesting approval.
- The Program Consultant will review the product and provide feedback and approval/disapproval within 60 days.
- Complete and submit an “Annotations of Products Developed Form.”

Product/ Publication Credit

All products, journal articles, public reports or publications that are developed using funds provided from the State MCAH Division must acknowledge the support of MCAH with a written statement printed on the materials. This statement must also be included on any curriculum, educational materials, programs, program documentation, videotapes, and/or other audio-visual materials resulting from the use of MCAH Division allocation. The written statement/credit should include:

- A statement identifying funding support on the title page of public reports or publications
- A statement identifying funding support on the first page of any journal articles

Sample statement/credit: “This project was supported by funds received from the California Department of Public Health, Maternal, Child, and Adolescent Health Division”. (Please also note any other funding source such as Title V.)

Photographs

Photographs used on all media products developed by each agency

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require permission for the use intended. This permission may come from the source of the document and/or require the subject's written consent. A photo consent form is posted in Appendix A and must be completed by each agency prior to use. When an agency submits products for approval the agency must state that photo consent was obtained and is kept on file.

Photographs used from software clip art sites require the permission of the software company authorizing use of the photograph. The Local Health Jurisdiction (LHJ) or Community Based Organization (CBO) will need to contact the software company/webmaster to request permission to use the photograph.