

Dear ASQ LED Members:

My name is Lance Coleman and I am the new ASQ LED Education Committee, Publications Subcommittee Chairman. My overarching goal is to contribute to making the ASQ LED newsletter, the premier ASQ division newsletter and a valuable resource for our members. To do that, I need your help.

Many of us individually have significant experience in Lean and Six Sigma, and when taken all together, our aggregate experience is truly monumental. In process improvement, as in life, it is often true that the whole is truly greater than the sum of its parts.

That is why I am asking each of you to submit at least one article to our LED newsletter so that your peers can share in your knowledge and experiences. Also, to encourage your colleagues who are ASQ LED members to also contribute. Articles can be technical, case studies, anecdotal, philosophical or even whimsical – as long as they hold true to core Lean values and principles. Below you can see the submittal guidelines, as well as, the review, approval and publishing process. Oh, by the way, by submitting acceptable articles you may also qualify for a drawing for a \$50 Amazon gift card (“Book Reviews” and “Tools, Techniques, and Templates” submissions) or a drawing for a free conference registration for the ASQ’s Lean and Six Sigma Conference, in Phoenix, or the ASQ World Conference (winner’s choice)! (“Articles”, and “Case Studies”)

Please think about it, and thank you for your membership in the ASQ LED, and for your consideration of this invitation to publish in our division newsletter.

Submittals for articles, case studies, book reviews and so forth, should be submitted to lbc.led.asq@gmail.com. We look forward to hearing back from you and sharing in your expertise.

Sincerely,

Lance B. Coleman

Lance B. Coleman, ASQ CBA

ASQ LED Education Committee,

Publications Subcommittee Chairman

QA Engineer, West Pharmaceutical Delivery Systems

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Newsletter Publishing Guidelines

Guidelines

1. Technical Merit
 - Factually correct
 - Relevant to our mission
 - Meets all guidelines
2. No selling of products or services
3. Nothing offensive
4. Original Articles only! (nothing that has been previously published or presented)

Additional factors to be considered are:

1. Not too similar to something recently done
2. Desired subject matter – how timely is material?
3. Well written (not requiring extensive editing)
4. Needed length

Length

Desired length for tips, book reviews, articles and case studies is 400-800 words. **Tools, Techniques, and Templates**, and book reviews would be in the 400-600 range, articles anywhere from 400-800 words and case studies 500+. Some submittals may be returned to author for clarification/editing. If a submittal goes beyond 800 words then we may look at breaking it into more than one part.

Review and Selection Process

All submitted works will be reviewed by at least three members of the Subcommittee. Upon approval of a submitted work the subcommittee forwards the piece on to Wendy Gomez, newsletter Editor for final review, approval and release.

Calendar/Themes

April Issue: Submit content by March 1 –suggested theme upcoming activities at ASQ's World Conference

August Issue: Submit content by July 1 – report on LEF activities at ASQ's World Conference

December Issue: Submit content by November 1 – theme - read the April and August Newsletters to find out!