



UNIVERSITY *of* MARYLAND  
SCHOOL OF MEDICINE

# ***Buzz Guidelines***

How to properly format your Buzz items

# Buzz Categories

- Appointments
- Community Service
- Events, Lectures & Workshops
- Grants & Contracts
- Honors & Awards
- New Faculty
- Publications
- Patents

# Necessary Information

Each submission MUST include the following info:

- **Person's First and Last Names (bolded)**. If a faculty member uses a name other than what is listed on his/her faculty profile (i.e. goes by a middle name rather than a first name), please let us know that preference.
- **Degree(s)** – Look up his/her faculty profile for correct degree information if you do not know it. Foreign degrees (i.e. MBBS) must be listed as such, not as MD.
- **Academic title (SOM only)** – Title should be capitalized. In most cases you will only include the academic title (i.e. Professor, Adjunct Professor), but those who are primarily affiliated with centers/institutes should include those titles as well. If the person in question has an endowed professorship, please include the full title of that professorship in his/her submission.
- **Specific information for each category**

# Appointments

## Submissions should include:

- The title being given with the appointment
- The organization who is appointing the person
- The length of the appointment

## EXAMPLE

**Thomas Hornyak, PhD**, Associate Professor, Departments of Dermatology and Biochemistry & Molecular Biology, has been selected as President-Elect of the Pan-American Society for Pigment Cell Research (PASPCR). He will serve as President-Elect from 2014-2016 and as President from 2017-2019.

# Events, Lectures & Workshops

## Submissions should include:

- Where the person presented
- When he/she presented
- Full title of presentation (capitalized and in quotes)

## EXAMPLE

**Amal Mattu, MD**, Professor, Department of Emergency Medicine, presented three lectures at the 14th Annual Multispecialty Conference on Medical Negligence and Risk Management, held in Los Cabos, Mexico, in early January. The topics of his talks were “Dysrhythmias in the Emergency Department: Myths and Pitfalls”; “Emergency Department Care of Avoidable Disasters”; and “Cooling the Fire! Modern Management of Cardiac Arrest.”

# Grants & Contracts

## Submissions should include:

- Amount and length of grant
- Title of grant
  - If no title, please include topic of the research
  - Capitalized and in quotes
- Who provided the funding (full name of agency, not acronym)

## EXAMPLE

**Cynthia Bearer, MD, PhD, FAAP**, Professor, Department of Pediatrics, received a three-year, \$302,056 grant from the National Institute on Alcohol Abuse and Alcoholism (NIH/NIAAA) for “Interactive Effect of Environmental Exposures and Alcohol in the Navaho Birth Cohort.”

# Honors & Awards

## Submissions should include:

- Full title of the award or honor
- Who gave the award
- When it was received

## EXAMPLE

**Brian Browne, MD**, Professor and Chair, Department of Emergency Medicine, was honored in November with the 2013 Health Services Leadership Award from the Baltimore Area Council of the Boy Scouts of America.

# Publications

## Submissions should include:

- Complete article topic name (capitalized and in quotes)
- Publication name (*italicized*) and date

### EXAMPLES

**Jeffrey Galvin, MD**, Professor, Department of Diagnostic Radiology and Nuclear Medicine, was among the co-authors of "Transcriptomic Evidence of Immune Activation in Macroscopically Normal-appearing and Scarred Lung Tissues in Idiopathic Pulmonary Fibrosis," which was published in *Cell Immunology* on January 3, 2018.

**Dheeraj Gandhi, MBBS**, Professor, Department of Diagnostic Radiology and Nuclear Medicine, was last author of "Neuroimaging of Meckel's Cave in Normal and Disease Conditions," which published in *Insights Imaging* on April 18, 2018.

**Thomas Hornyak, MD, PhD**, Associate Professor and Chair, Department of Dermatology and **Paul Antony, MD**, Assistant Professor, Department of Pathology, were among the co-authors of "17-AAG Inhibits Vemurafenib-Associated MAP Kinase Activation and is Synergistic with Cellular Immunotherapy in a Murine Melanoma Model," which was published in *PLoS One* on February 26, 2018.



# How to Submit

Buzz submissions are due on the second Friday of the month.

