

New York State Academy of Family Physicians



Guidelines for submitting an article to the NYSAFP Journal

Thank you for your interest in submitting an article for *Family Doctor: A Journal of the New York State Academy of Family Physicians*.

Please take time to familiarize yourself with our journal before submitting an article. This will answer many of the questions that might arise. Back and current issues are available at www.nysafp.org.

Our journal topics range from clinical practice to policy and opinion, with a strong emphasis on providing practical information and tools for fellow family physicians. Our review team is comprised of family physicians and they will consider each submission based on its usefulness to our membership. We will provide feedback regarding your submission and in most instances, will require authors to edit and resubmit. **Acceptance to write an article does not constitute acceptance for publication.**

Current Topics and Deadlines:

<u>2019/20</u>	Summer 2019	Fall 2019	Winter 2020	Spring 2020
<u>Topic:</u>	Institutional Medicine	Perspectives in Primary Care	Public Health in Family Medicine	Climate Change
<u>First Draft:</u>	May 17	August 16	November 15	February 14
<u>Final Draft:</u>	June 17	September 13	December 13	March 13

Authors are strongly encouraged to submit drafts earlier than the above dates. We reserve the right to not publish an accepted article if dates and guidelines are not adhered to.

Preferred Submissions:

- 1) Family practice physicians and NYSAFP members will receive priority. Others will be considered on a space available basis.
- 2) Articles which adhere to the theme of each issue will be given first priority.
- 3) Students may submit but must have a practicing physician as co-author.

Please refer to the following guidelines when considering submission of an article:

- 1) Authors are required to submit a short abstract of your proposed article prior to submission. Abstracts should be 1-2 paragraphs in length and should outline your proposed article including its relevance to family medicine.
- 2) Articles can be up to 3-4 pages in length and *each page* is approximately 800 words. Significantly exceeding these limits will require editing by the authors prior to review by our editorial team, and may not be accepted.
- 3) Include charts, tables and illustrations if they support the content of your article. Be sure that they are consistently labeled throughout the article and are referenced.
- 4) Include endnotes and/or references. Go to www.nysafp.org for examples of each and **please stick to this format**. Endnotes and references should be **cited numerically** and be at the end of the full article.
- 5) Please submit your draft(s) in **Microsoft Word, Calibri 11 font, with single spacing between sentences**.
- 6) If using a tracking function on your draft, **please disable** this feature and submit a clean draft. Eliminate all headers and footers.
- 7) Include a short bio of each author listing credentials and affiliations. If you have primary and secondary authors and request to have them listed in a specific order, indicate this at the time of acceptance.
- 8) We reserve the right to change language to fit our style and/or space constraints, and do not routinely get author approval for minor edits which do not alter the overall content of the submission.
- 9) We do not pay authors for journal submissions.

Potential authors are required to submit a paragraph outlining the proposed content of your article to our journal editor at penny@nysafp.org. For additional information contact Penny Ruhm, Journal Editor at 518-489-8945.