

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 making a submission. 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 subsequent drafts. **Acceptance to write an article does not constitute acceptance for publication.**

Current Topics and Deadlines:

<u>2023</u>	<u>Winter 2023</u>	<u>Spring 2023</u>	<u>Summer 2023</u>	<u>Fall 2023</u>
<u>Topic:</u>	Aging and Elder Care	Medical Education	Women's Reproductive Health	Opioids and Substance Abuse
<u>Abstracts Due:</u>	October 17	January 18	April 21	July 21
<u>First Draft:</u>	November 18	February 17	May 22	August 21
<u>Final Draft:</u>	December 19	March 17	June 19	September 18

Authors are strongly encouraged to submit drafts earlier than the above dates. Submissions will be reviewed in the order in which they are received. We reserve the right not to publish an accepted article if dates and guidelines are not adhered to. Topics and deadlines may change at the request of editorial board and/ or editor.

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.
- 4) Articles which are well written will be given preference. Grammar and spelling count, please be mindful of this when submitting drafts.

Abstracts:

Potential authors are required to submit a short abstract of your proposed article prior to submission of an initial draft. Abstracts should be 1-2 paragraphs in length and should outline your proposed article including its relevance to family medicine. Abstracts should briefly address the following:

- a. How is this topic relevant to family medicine in general, or throughout NYS?
- b. What new information or unique perspective does this topic or information provide?
- c. How will this information change family medicine practice and/or what are your primary conclusions?

Submit abstracts to Penny Ruhm, our journal editor at penny@nysafp.org. Deadlines for abstract submission are included above and in our call for authors.

Please refer to the following guidelines when submitting an article:

- 1) Articles can be up to 3-4 pages in length and *each page* is approximately 800-1000 words. Significantly exceeding these limits will require editing by the authors prior to review by our editorial team, and may not be accepted.
- 2) 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. Please send images exactly as you would like them to appear, or include specific instructions regarding their placement if not obvious (i.e. – direction of scans, x-rays, etc.). If the image is unclear, we reserve the right to alter and/ or omit.
- 3) 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.
- 4) References should be current and should come from the primary care literature as much as is possible.
- 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, **disable** this feature and submit a clean draft. Eliminate all headers and footers.
- 7) Grammar, spelling and writing ability count. Please proof all drafts prior to submission.
- 8) 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.
- 9) 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.
- 10) We do not pay authors for journal submissions, or own rights to future publication.

For additional information contact Penny Ruhm, Journal Editor at 518-489-8945.

