



San Antonio Medicine – Article Submission Guidelines

Contributing authors to the *San Antonio Medicine* magazine are welcome; that is how we keep our magazine fresh. Typically, the magazine is themed each month on a topic of interest to its physician members. It is the policy of the Bexar County Medical Society (BCMS) that an article submitted by a physician **must be a member of BCMS or TMA**. Why? Physicians who pay dues to BCMS are those that support the Society and organized medicine and, therefore, should enjoy the benefits of peer recognition and referrals that come from published articles. Occasionally, articles may be included by subject matter experts such as PhDs, attorneys, bankers, Circle of Friends, etc. **Articles submitted by physicians who are non-members, even if co-written with a BCMS/TMA physician or student member, will be considered but will not receive priority for publishing. Physicians who are not members but have been identified as potential authors will be given the opportunity to join BCMS. If they decline membership, their article will not be published.**

Authors have a wide latitude as to how to write their articles, but there are some guidelines we require them to follow. All submissions are subject to the review of the magazine editor and the BCMS Publications Committee. The decision not to publish any submission is within the sole discretion of BCMS and is not subject to challenge.

Please keep the following guidelines in mind. They're not exhaustive but illustrative of what we ask authors. An article submitted for review should:

1. Not be self-promoting or commercialized in any respect.
2. Be of interest to a reasonably wide spectrum of the BCMS membership
3. Be solidly and accurately based on factually and upon reasonably accepted current medical evidence
4. Not contain non-medical personal opinions or comments that are potentially politically or socially contested/controversial or divisive.
5. Not vulgar, unprofessional, coarse, irrelevant, or otherwise deemed unsuitable for publication.
6. Not attack or cast aspersion upon any person or entity.

If you would like to submit an article for consideration, please provide the following information.

1. What will be the title of your article or its main theme (if you already know it)?
2. Has your article already been written? If not, when do you expect it to be ready?
3. In which month or theme of the magazine are you asking for your article to be printed (if you know)?
4. How long do you expect your article to be (most articles run 500-1,000 words, but there is technically no word limit)? If your article is too long, it may be returned to you for editing.
5. You are welcome to write more than one article and be a continuing contributor to the magazine. Is that of interest to you?
6. Do you know other BCMS members who may be interested in submitting articles on any medically related subjects? If you do, please let us know who they are.
7. Please send your article to editor@bcms.org as soon as it is ready and at least 6-weeks prior to the month of publication.

- In addition, please send a photo of yourself (headshot) and a brief, one or two-sentence bio telling us your field of specialty and where you work. Also, send along any photos or graphics that could be used with the article.

Additional Information

Advertising: All non-BCMS advertising will be handled by the publisher (contact louis@travelingblender.com). All calls regarding advertising are referred to the publisher. Only ads with appropriate content will be accepted. Ads from companies considered a competitor to BCMS or its subsidiaries will not be accepted. Purchasing an ad in *San Antonio Medicine* does not imply endorsement by BCMS or its subsidiaries. All advertising will be clearly identified as such. If the design and/or layout of an ad runs the risk of being confused with regular editorial content, the editor reserves the right to reject or clearly mark it as “Advertisement.”

Article Submissions: All articles should be saved as Word documents and sent to the editor by e-mail to editor@bcms.org.

Author Information: Include a brief bio of the author (two to three sentences). Please include a high-resolution (at least 600 dpi) headshot of the author if you wish.

Content of Magazine: Articles submitted will be assigned and developed by the magazine editor in coordination with the BCMS Publications Committee and the BCMS Executive Director. There is no guarantee of publishing any article in any specific edition of the magazine.

Deadlines: Authors must meet established monthly copy deadlines. Deadlines typically are no later than the 20th of the month, two months prior to publication, i.e., the January 20 deadline for the March issue.

Length of Articles and Size of Artwork/Illustrations/Graphics: Articles typically range between 500 and 1,000 words in length (1 to 2 published pages, not including graphics). For electronic submissions, only high-resolution JPEG or TIFF images are accepted, with a dpi of AT LEAST 600.

Prior Approval of Articles: The magazine editor, in combination with the Publications Committee, decides what is published in the magazine. The editor maintains the right to edit and publish all magazine content according to grammar, style and word count without approval from the author.

References: *San Antonio Medicine* uses APA style for references/citations. References are to be in the order they appear in the text; do not alphabetize. List citations at the end of the article, NOT at the bottom of each page. Authors are responsible for the accuracy and completeness of their references and for correct text citations.

Reprint Information: Original articles published in *San Antonio Medicine* may be republished only with the prior written consent of the magazine editor. The cost of reprints is to be determined by the publisher. All original articles are the property of BCMS.

Solicitation of Articles: All articles for publication will be coordinated by the editor. The editor is not obliged to publish any submitted articles. Submissions are not guaranteed for publication. All content must be approved by the Editor and the BCMS Publications Committee and must be void of content considered to be advertising or advertorial in nature.

For questions regarding advertising, contact Louis Doucette at louis@travelingblender.com or call (210) 690-8338. For questions regarding editorial, contact editor@bcms.org.