

Bexar County Medical Society (BCMS) ***SAN ANTONIO MEDICINE* WRITERS' GUIDELINES**

Advertising: All non-BCMS advertising will be handled by the publisher. All calls regarding advertising will be referred to the publisher and will become the property of the publisher. Advertising will never be accepted as a form of payment, no exceptions. 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 run the risk of being confused with regular editorial content, the editor reserves the right to reject or clearly mark as "Advertisement."

Article submissions: All articles should be saved as a Word document 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). If the author is not a member of BCMS, include a high-resolution (at least 600 dpi) headshot of the author.

Content of magazine: Articles will be assigned and developed by the magazine editor with direction from the BCMS Communications/Publications Committee and the executive director.

Deadlines: Authors must meet established monthly copy deadlines. Deadlines typically are the first day of the second month before publication; i.e., Jan. 1 deadline for the March issue, Feb. 1 deadline for the April issue, etc. Any exceptions must be approved by the editor before the regular monthly deadline.

Length of articles and size of artwork/illustrations/graphics: Articles typically range between 400 and 1,000 words in length (to run at a published size of 1/2 page to 1 or more 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 maintains the authority to publish all articles in the magazine. Prior approval from authors, sources or other concerned individuals will not be solicited. 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. Number references 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 citation.

Reprint information: Original articles published in *San Antonio Medicine* may be republished only with the prior written consent of the magazine editor. All original articles are the property of BCMS.

Solicitation of articles: All articles for publication should be coordinated by the editor. The editor is not obliged to publish unsolicited articles. Submissions are not guaranteed for publication. All content must be approved by the BCMS Communications/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@smithprint.net or call (210) 690-8338. For questions regarding editorial, contact editor@bcms.org.