



San Antonio Medicine Magazine - 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 a submitting physician must be a member of BCMS. Why? Because physicians that 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.

Authors have a wide latitude as to how to write their articles. They can be clinical, informative, persuasive, advocative or just entertaining; just as long as they are of interest to the targeted readership – physician members. We ask that articles not be advertorial in nature or too self-promoting. All submissions are subject to the review of the magazine editor and the BCMS Publications Committee.

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 30 days prior to the month of publication (i.e. submit by January 1 for publication in February).
8. 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@smithprint.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.”

Appropriateness of Content: Content of submitted articles are to be in good taste. Content that is vulgar, unprofessional, irrelevant or judged by the editor to be inappropriate will not be published.

Article Submissions: All articles should be saved as Word documents and sent to the editor by e-mail (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 Communications/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 the first day of the month prior to publication; i.e., Jan. 1 deadline for the February 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 citation.

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 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.