

## **Bexar County Medical Society (BCMS) SAN ANTONIO MEDICINE WRITER'S GUIDELINES**

**Advertising**—Non-BCMS Advertising will be completely arranged by the publisher. All calls regarding advertising should 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 sent to the editor by e-mail, [editor@bcms.org](mailto:editor@bcms.org), or via mail or courier to 6243 IH-10 West, Ste. 600, San Antonio, TX 78201-2092. If delivering the article via mail, CD or USB memory stick, please include a hard copy and include the article on a computer disk in Word, WordPerfect or text format.

**Author Information**—Please include a brief bio of the author (2-3 sentences). If the author is not a member of BCMS, please include a high-resolution (at least 600 dpi) photo of the author, if possible.

**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.

**Length of Articles and Artwork/Illustrations/Graphics**—Articles typically range between 500 and 1,000 words in length (1/2 to 1 page, not including graphics). For electronic submissions, only high-resolution JPEG or TIFF images are accepted, with at least a dpi of 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 and style 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. 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 re-published only with the written consent of the magazine editor. All original articles are the property of BCMS.

**Solicitation of Articles**—All articles for publication should be arranged by the editor. The editor is not obliged to publish unsolicited articles.

**2011 Article(s) submission deadlines**—Themes are included as they become available:

<b><u>ISSUE</u></b>	<b><u>DUE DATES</u></b>	<b><u>THEME</u></b>
January 2011 .....	Monday, November 29, 2010 .....	Back to the Future/San Antonio Rodeo
February 2011.....	Thursday, January 6, 2011 .....	The Science of Love
March 2011 .....	Monday, January 31, 2011 .....	Fiesta San Antonio
April 2011 .....	Monday, February 28, 2011.....	Philanthropy and Volunteerism
May 2011 .....	Monday, March 28, 2011 .....	Hospital Foundations & Our Community
June 2011 .....	Monday, April 25, 2011 .....	Physician On-Call Payments
July 2011.....	Monday, May 30, 2011 .....	Emergency Preparedness
August 2011 .....	Monday, June 27, 2011 .....	not yet determined
September 2011 .....	Monday, July 25, 2011.....	not yet determined
October 2011 .....	Monday, August 29, 2011.....	not yet determined
November 2011 .....	Monday, September 26, 2011 .....	not yet determined
December 2011 .....	Thursday, October 27, 2011 .....	not yet determined