



SGIM *Forum* Instructions for Authors

Thank you for your interest in writing for SGIM *Forum*!

SGIM *Forum* is a monthly publication of the Society of General Internal Medicine. *Forum* is distributed electronically to SGIM members on a monthly basis.

Forum is posted online at: <https://connect.sгим.org/sgimforum/home>

Article Specifications:

- Submission: please submit as a **Word document in double-spaced type, one-inch margins, 12-point Times New Roman**. It is appreciated if you type out your references as regular text for ease of review and copyedit instead of using the endnote field creation option;
 - Length: articles are a maximum of **1,500 words, including title of the article, list of names/degrees of the authors, bio blurbs for all authors, article text, and reference list**;
 - Style: the article should have a beginning, a middle, and an end. In other words, the opening of the article should convey what the article is about; why it is important; why you are ideal to discuss the topics; and how the article will contribute to the literature. The ending should articulate how the article will contribute to the science, the literature, and the education.
 - References: Articles published in *Forum* are limited to 5 references ONLY. Pertinent references should be included with endnotes that are listed at the end of the article. *Chicago Manual of Style* or *AMA Manual of Style* should be used for reference formatting. Reference managers and associated plug-ins to assist with reference numbering may be used (e.g. EndNote's Cite While You Write, Mendeley's Citation Plugin, or Google Docs' Paperpile), however, authors are strongly recommended to check that the appropriate style is selected *and* to manually check that the style correctly matches the necessary format.
 - Figures/Tables: See artwork specifications below for figures and tables. **Figures should be submitted as a separate file and not embedded in an article submission.** Figures may optionally be submitted as a high-resolution PDF, or other suitable artwork formats like JPEG that otherwise meet the criteria for artwork.
- Bio Blurb: please include your affiliation information and preferred email address when you submit your article. Please identify the order of authors when you submit;

An example bio blurb appears in this format:

Dr. XXX (email address) is an assistant clinical professor in the department of medicine at the Name of School of Medicine at Name of University and director of the Medical Education Pathway for the Name of University.

- While there is no limit on the number of authors per article, you are strongly encouraged to have no more than five (5) authors on a submission, which should remain a rare occurrence. Articles with a longer author list may be immediately returned without review or may be considered but with commensurate limitations on the length of the submitted article (due to publication space limitations). As with any

scholarly publication, please carefully consider that listed co-authors should have sufficiently contributed to an article to warrant co-authorship.

- Social Media Blurb: along with the article, author(s) must submit a 280-character summary, statement, or prompt that will be used to promote the article on social media. Please include yours and your co-authors' Twitter handles, if applicable, in the tweet. Relevant hashtags are also encouraged, or if none specified, may be appended to the social media blurb provided.
- Pull Quotes: author(s) must submit a one sentence pull quote that can be used to promote the article in social media. The pull quote can be taken from the article or adapted from the text.
- Forum Categories: Forum will send author(s) a list of categories to determine how to best categorize your article. Please select three (3) categories and *Forum* will choose one for publication (see article headings at <http://www.sgim.org/File%20Library/SGIM/Publications/SGIM%20Forum/SGIM-ForumDepartments.pdf>)

Artwork Specification:

- Artwork: photographs, charts, and other graphics are encouraged. Artists may submit more than one, however, publication per issue is limited to one.
- Formatting/Amendment: The artwork may be reformatted (e.g. resized) to accommodate publication space. Graphics should be uploaded as either high-resolution JPEG files. High-resolution means 300 DPI for an image published at the same size or smaller.
- Color: Consider how your submission will appear in black/white/blue. While full-color art can be published online, keep in mind how it may appear in black/white/blue, as the print version of *SGIM Forum* will NOT be printable in color.
- Permission: If a submission of any type contains potentially identifiable health information, have you obtained patient consent? Do you have permission from people who may be identifiable in photos to publish their photo? You must attest to having obtained consent by providing a signed statement, which can be obtained here: [Forum Statement of Patient Consent 2020.pdf](#)

Editorial:

- Submission of an article does not guarantee publication nor does submission of an approved article guarantee publication in a specific issue. The Editor-in-Chief of *Forum* has final right of approval for all articles and is in charge of choosing the articles for any given issue.
- the editorial staff reserves the right to edit, amend, or omit articles that do not meet the expectations of the editorial staff;
- you may have up to three (3) business days to review your article when it is sent for review; based on the production schedule, you may only have one (1) chance to review your work;
- requests for publication in a specific issue will be considered (but cannot be guaranteed) depending on space and timing of the submission.

It should be noted that the lead time for publication of *Forum* is two (2) months. Any time-sensitive content should be submitted 10 weeks ahead of the desired publication date. Please notify the Editor-in-Chief of your intent to submit time-sensitive content as soon as you decide to plan such an article.

Forum will only publish original material not published elsewhere. It should be noted, however, that it is a goal of *Forum* Editors to encourage collaboration and academic achievement among SGIM members. Summaries of ongoing academic projects are greatly encouraged for *Forum* as a means of promoting scholarly work. *Forum* also hopes to serve as an incubator for ideas that can be further developed into academic projects and research articles suitable for submission to other peer-reviewed journals.

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OR

Articles can be submitted to the editor here: <https://sites.google.com/view/sgim-forum-submissions/submit-articles>.

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