

Uniformed Family Physician Information for Authors

Criteria/guidelines for information/article submission

Thank you for taking the time and effort to submit an article/report for publication in the *Uniformed Family Physician*. Please use the following criteria/guidelines when formatting your article/report as this makes it easier to create the final format for publication.

1. MS Word Document in the “.doc” format
2. Picture Files (.jpg, .tif, .pdf, .gif) are best sent as attachments instead of imbedded in the MSWord document
3. No required minimum or maximum length, though less than 1500 words would be preferred
4. Font and Spacing
 - 12 point
 - Times New Roman or Arial
 - single spaced
 - left aligned – please do not use “justify” alignment
 - one-inch margins
5. Information to be included in the by-line
 - Title of Article
 - Indicate Section of the Newsletter
 - Committee Report, Members in News, Special Article, Leadership Pearl, etc.
 - First Name - Middle Initial - Last Name (MD/DO)
 - Official Title
 - Location (ex. Ft. Bragg, North Carolina)
 - Preferred E-mail Address
6. If referenced, please use American Psychological Association guidelines for formatting. Information available at <http://www.apa.org/journals/acorner.html> or <http://owl.english.purdue.edu/Files/34.html>.
7. Indicate whether article is being submitted for peer review and publication or publication without peer review. The peer review process is designed to assist with ‘writing for publication’ skills development. It will be performed by Academy members with experience in reviewing publications or publishing themselves