

Aims and Scope

The Uniformed Family Physician (UFP) is the official publication of Uniformed Services Academy of Family Physicians (USAFP).

The USAFP is a constituent chapter of the American Academy of Family Physicians and is comprised of Family Physicians, Family Medicine Residents and Medical Students serving on active duty worldwide in the United States Air Force, Army, Navy, Coast Guard and Public Health Service. The USAFP has over 2,700 members serving on military installations in the United States and in many other countries throughout the world.

The vision of the USAFP is to be the premier professional home to enhance the practice and experience of current and future Uniformed Family Physicians. The mission of the USAFP is to support and develop Uniformed Family Physicians as we advance health through education, scholarship, readiness, advocacy, and leadership.

The intended audience of the *UFP* is the membership of USAFP. The *UFP*'s mission is to provide continuing professional development for its members as well as to act as a platform for the dissemination of information of interest to the members of the USAFP.

Everything published in the *UFP* represents the personal opinion of authors or the editor. It does not represent official policies or opinions of the Department of Defense nor specific branches of the military.

It is published quarterly and is free to members.

Article Types

The *UFP* mostly publishes recurrently features on a rotating basis. The *UFP* does accept unsolicited articles on topics highly pertinent to USAFP members. Publication of these articles is highly space dependent.

- **Recurrent Features** are solicited articles that are written by key individuals within USAFP such as the President, consultants, and committees. These features appear on a rotating schedule.
- **Unsolicited Articles** can cover any topic of interest to our readership. Any USAFP member can submit and unsolicited article. Publication will be dependent upon the topic and available space.

Editorial Policies Supporting Ethics in Research and Biomedical Publication

Authorship/Contributorship

1. The *UFP* adheres to the authorship criteria outlined in the ICMJE Recommendations, available at www.icmje.org.
 2. Authorship should be limited to no more than 3 authors.
 3. Each author should meet all three of these criteria:
 - Substantial contributions to the conception and design, acquisition, or analysis and interpretation of data;
 - Drafting the paper or revising it critically for important intellectual content;
 - Final approval of the version to be published.
 4. All authors should take public responsibility for their manuscripts.
 5. Corresponding authors
 - will be identified as such in the published article.
 - must be willing to submit the actual data for editorial review with the manuscript, if asked by the editor.
 - should be prepared to explain the order of the authors± names.
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Guidelines for Manuscript Preparation

Length

- **Articles** can be any length but are generally 1500 words or less in order to maximize the number of articles that can included in each edition.

Formatting / Style

1. Microsoft Word is the preferred format for submission. PDFs should not be submitted.
2. Titles should be descriptive and generally less than 10 words.
3. Manuscripts should be double spaced throughout to allow for easier editing.
4. Page numbers should appear on all pages to allow for easier communication between the author and the editorial team.
5. Auto-formatting, text boxes, graphics boxes, or drawings may prevent file conversion and should not be used in the body of the manuscript.
6. Abbreviations are discouraged, except for units of measurement. The first time an abbreviation appears, it should be in parentheses after the words for which it stands. **Acronyms and Jargon** should be limited if it is service-specific. If acronyms or jargon is deemed necessary, please provide a definition upon first use in the article.
7. Generic names of drugs should be used, rather than brand names.
8. Gender bias should be avoided and gender-inclusive language used whenever possible.
9. Footnotes in the body of the manuscript are not accepted.
10. Author line should include full name (i.e. John A. Smith, MD/DO), Duty Station, Preferred E-mail Address

Figures / Illustrations

1. Figures and illustrations should be high resolution and professional quality.
2. Figures should have legends descriptive enough to permit interpretation without referring to the text.

References

1. List all authors when there are 6 or fewer; when there are 7 or more, list the first 3, then et al. For examples refer to:
 - o Iverson C, Flanagin A, Fontanarosa PB, et al. American Medical Association Manual of Style: A Guide for Authors and Editors (9th Edition). Baltimore, MD: Lippincott, Williams & Wilkins, 1998
 - o ICMJE Recommendations for Manuscripts Submitted to Biomedical Journals at www.icmje.org.
2. Use superscripts or in-line parentheses in the body of the manuscript to indicate references.
3. References first cited in tables or figure legends must be numbered so that they are in sequence with references cited in the text.
4. Authors are responsible for checking the accuracy of their reference citations.

Tables

1. Please use Microsoft Word's table feature or submit separate Excel files.
2. Excessive tabular data are discouraged.
3. Auto-formatting, text boxes, graphics boxes, and drawings may prevent file conversion and should not be used.
4. Tables should appear at the end of the manuscript or be submitted separately.
5. Table titles, labels, and explanatory notes should have sufficient detail to permit interpretation without referring to the text.

Manuscript Submission

1. All article should be submitted via email to cmodesto@vafp.org. The author will be sent a confirmation email acknowledging receipt of the article.
2. The *UFP* editor will read and proof all articles. The editor may return the article with suggestions and/or edits for the authors' consideration and action.

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3. Each author is highly encouraged to seek approval for publishing their article through their local Public Affairs Office or equivalent.