

The Ohio
Family Physician
Contributor Guidelines



The editorial team of *The Ohio Family Physician* welcomes contributions from its readers. If you have an idea for an article that might be of interest to readers, please consider submitting it for publication. Please note that publication preference is given to articles that are either authored or co-authored by a family physician.

Please use the following guidelines when preparing your article:

- General interest articles should be approximately 700 words in length. Clinical articles may be as long as 1,200 words.
- The content should relate to the interests of family physicians, family physician residents and medical students with an interest in family medicine. If you are uncertain about the suitability of your material, please review past issues or contact a member of the editorial team via the OAFP office.
- Essays on controversial topics will be judged individually on their merits. The editor reserves the right to accept or reject individual contributions in the interest of the readership, space availability and good taste. The editor also may revise copy with these considerations in mind.
- If your article is **clinical** in nature, please submit two to three multiple choice and/or true-false review questions with answers regarding your content. These questions will be included in a post-test that is designed to offer two (2) AAFP Prescribed CME credit(s) to readers.
- When composing your article, please write in plain English and avoid jargon, complexity and passive sentences as much as possible. Organize your thoughts logically and simply.
- Review your material to perfect both the content and word choice. Prior to submitting the article, it is helpful to have someone else review your copy for readability.
- Please proofread your final copy to ensure accuracy.
- If preparing a **clinical** article, each author must submit a two- to three-sentence synopsis about the subject matter of his/her article and a working title for the article. This must be submitted at least 30 days prior to the issue's contributor deadline.
- When submitting your article, please include the following:
 - Your contact information (mailing address, e-mail address and telephone number)
 - A one- to two-sentence biography about yourself.
 - The number of copies of the completed issue that should be mailed to you.
 - A completed, signed copy of OAFP's "CME Disclosure Statement."
 - A signed copy of OAFP's "Author's Agreement."
- Send your completed article via e-mail to msmith@ohioafp.org with "Article for OFP" in the subject line. If you do not have access to e-mail, please send a copy of your file on CD with a hard copy of the article to: *The Ohio Family Physician* / 4075 N. High St. / Columbus, OH 43214

2009-10 Editorial Calendar

ISSUE	DATES	TOPIC	CONTRIBUTOR DEADLINE
Spring 2009	March-May	Fitness Across Generations	Jan. 23, 2009
Summer 2009	June-August	Mental Health	April 24, 2009
Fall 2009	September-November	Chronic Disease Management	July 24, 2009
Winter 2009	December-February	Practice Management	Oct. 23, 2009
Spring 2010	March-May	Prevention	Jan. 22, 2010
Summer 2010	June-August	Care of Children	April 23, 2010
Fall 2010	September-November	Patient-centered Medical Home	July 23, 2010
Winter 2010	December-February	Technology	Oct. 22, 2010

**For more information, please contact Director of Communications Megan Smith
msmith@ohioafp.org – 614.267.7867 or 800.742.7327 – www.ohioafp.org**