

## **REQUEST FOR PROPOSAL**

**The Council of the Society of General Internal Medicine is seeking proposals for editors of the *SGIM Forum*. Proposals are due no later than November 18, 2019 at 5pm Eastern time and must address all the requirements outlined in this Request for Proposal.**

## CALL FOR SGIM FORUM EDITOR(S)

SGIM is undertaking a search for the next editor(s) of the Society newsletter: *SGIM Forum*. The term of editorship is from May 1, 2020 – May 30, 2023. The new editor(s) will have responsibility beginning with the August 1, 2020 issue. Junior faculty are encouraged to apply for this position in concert with a mid-career or senior faculty member who can serve as a mentor. Individuals or co-editorial teams of no more than two (2) are encouraged to apply.

In addition to coordinating publication of the *Forum*, the Editor(s) is an ex-officio member of the Council and, therefore, attends semi-annual Council retreats, participates in monthly Council conference calls, and is an important contributor to Council deliberations and communications. Thus, the position is also a pathway to highly visible Society leadership at a national level. The new Forum editor will be requested to attend the SGIM Council Meeting (May 6, 2020 in Birmingham, AL) and the June Council retreat (mid-June 2020 in Alexandria, VA).

This position would require approximately 8-10 hours of time per month and may include a stipend of up to \$10,000 per contract year (in total, NOT per co-editor if teams choose to apply). There is additional funding available for one part-time (generally 0.15 FTE) managing editor. Currently, Frank Darmstadt (an independent contractor) serves as managing editor of *Forum*, but continuation of this relationship would be the purview of the incoming Editor-in-Chief. SGIM staff also provides some administrative support, specifically in managing relationships with the publisher, SpringerNature.

SGIM has signed a new contract with our publisher, SpringerNature, which begins January 1, 2020. As of this date, the majority of SGIM members will begin to receive SGIM Forum electronically unless they specifically request print copies of the *Journal of General Internal Medicine* and *Forum*.

### BACKGROUND:

*SGIM Forum* is:

- A monthly publication of the Society of General Internal Medicine (SGIM). SGIM is an international organization of over 3,500 physicians and others who care for patients, educate, and/or do research. SGIM's mission is to cultivate innovative educators, researchers, and clinicians in academic general internal medicine, leading the way to better health for everyone.
- A benefit of membership to members of SGIM.
- Published electronically twelve times a year to provide members with a forum for reporting on Society activities, airing important issues in general internal medicine and the health care system at large, and exchanging ideas on topics of mutual interest. One issue each year features photos, reports, and opinions that capture the substance and spirit of the national annual meeting and periodically the *Forum* editorial board may focus an issue on a particular topic relevant to general internal medicine.

- Managed by the Editor(s), Managing Editor, and Associate Editors, who are responsible for selecting and providing all content for the publication.
- <https://www.sгим.org/publications/sгим-forum> *Forum* shall contain primarily Society news, commentary and other material at the discretion of the Society and Forum Editor and shall be published in an electronic format by the Society on the Society’s website. *Forum* shall be published in print-only by Publisher and shall be mailed only to print subscribers of the Journal.
- The electronic version of *Forum* shall be supplied to Society from Publisher in PDF and Word format to be uploaded on Society’s own website but not to be otherwise exploited for commercial purposes without Publisher’s prior written consent with such consent not to be unreasonably withheld.
- The print edition of *Forum* shall have a trim size of 8.25 x 11 inches, shall be printed in two colors, shall be stapled for binding, and shall mail jointly with each regular print issue of the Journal where SGIM members request a print copy.
- *Forum* shall be published monthly with twelve (12) issues per calendar year. The print edition of *Forum* shall have a page budget of 192 pages per year, or sixteen (16) pages per issue.
- Changes in the frequency and/or page budget of *Forum* shall be discussed and agreed to in writing by the Society and Publisher by June 1<sup>st</sup> of the year prior to such change taking effect.
- The exclusive property of the Society of General Internal Medicine.

#### **Current Content**

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|--------------------------|--|
| • From the Society       | • Classified Ads (managed by SGIM staff) |
| • Morning Reports        | • Book Reviews                           |
| • Health Policy          | • Technology                             |
| • Perspectives           | • Medical Education                      |
| • President’s Column     | • Best Practices                         |
| • From the Editor Column | • Annual Meeting                         |
| • Sign of the Times      |  |

Occasionally, *Forum* publishes theme issues around a current topic of interest. Recent theme issues included health policy, correctional health, LGBTQ health, and medical education.

#### ***Forum* Characteristics (General)**

- 12 issues per year, electronically published monthly
- Approximate monthly page count: 16
- Two colors, 8.5 x 11 trim size, stapled (any changes to *Forum* format must be agreed upon by SGIM and Springer by June 1 prior to the year changes are to take place)

- Manuscripts submitted electronically to publisher. Publisher provides PDF file to Society for publication on the SGIM web site)
- Administration and finances of classified advertising are responsibility of SGIM's National Office.
- Circulation: *Forum* is sent to all SGIM members in a digital format.
- The SGIM office provides an updated membership roster plus a roster of Associate members and Complimentary members who do not receive JGIM.
- Budget may be supplied for managerial editorial staff but depends on available funds and decision of SGIM Council. The position of Forum editor(s) now includes an annual stipend of up to \$10,000 total.
- Publication schedule already in place with publisher. Monthly production dates are set and cannot be modified (copy is due to publisher by 15<sup>th</sup> of two months prior to publication, e.g. September 15 copy deadline for November issue of Forum)

## I. PROPOSAL FORMAT

Proposals should include the following information:

A. A two/three-page letter expressing interest in the position, including a clear sense of the editor(s)' vision of how *Forum* should progress during the terms of editorship. This vision should include some sense of how the editor(s) will use the SGIM website and GIM Connect to further discussions begun in print issues of *Forum*. As of January 1, 2020, *SGIM Forum* will be changing into an online only publication. As this is new for the Society, your letter of intent should include ideas on how you intend to market *Forum* in a digital space. Potential ideas may include e-mail marketing, social media marketing, and/or partnerships with influential individuals who have a stake in SGIM activities. Potential *Forum* editors with social media, blogging, or other digital communications experience will be preferred. Additionally, your letter of interest should include ways in which you intend to manage the cadre of Associate Editors who help bring in articles for *Forum*. The Editor-in-Chief of *Forum* also traditionally writes a monthly column.

B. Curriculum Vitae

C. Summary of editor(s)' qualifications, including the following:

- Unique aptitudes qualifying the applicant for editor
- Any resources that the home institution might bring to the management of *Forum*
- Experience working with a medical newsletter or journal
- Other particularly important issues that nominees believe the *Forum* search committee should know in consideration for candidacy

## II. SUBMISSION:

All proposals MUST be submitted electronically and received in FULL by 11:59 PM EST on November 18, 2019.

Submit proposals electronically to:

Francine Jetton, Director of Communications and Publications  
 The Society of General Internal Medicine  
 1500 King Street, Ste. 303  
 Alexandria, VA 22314  
[jettonf@sgim.org](mailto:jettonf@sgim.org)

Joseph Conigliaro, MD, MPH, FACP, current *Forum* editor, is available for questions at  
[Editor.sgimforum2017@gmail.com](mailto:Editor.sgimforum2017@gmail.com)

