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, 2016 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 July 1, 2017 – June 30, 2020. The new editor(s) will have responsibility for the August 1, 2017 issue. Individuals and co-editors are both 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 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.

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.

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 filled by Christina Slee at UC Davis). Ms. Slee has been managing Forum for 11 years). SGIM staff also provides some administrative support, specifically in managing relationships with the publisher, Springer Science.

BACKGROUND:

The *SGIM Forum* is:

- A monthly publication of the Society of General Internal Medicine (SGIM). SGIM is an international organization of 3,500 physicians and others who care for patients, educate, and/or do research. SGIM’s mission is to improve patient care, education, and research in primary care and general internal medicine.
- A benefit of membership to members of SGIM.
- Published 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.
- Managed by the Editor(s), Managing Editor, and Associate Editors, who are responsible for selecting and providing all content for the publication. The editorial office submits a table of contents, disk, and any necessary letters of agreement and copy-edited hard copy to the publisher. The publisher is responsible for providing stylistic editing, preparation of tables for black and white illustrations included in materials transmitted for publication, processing of proofs, transmitting proofs to the editor, and all other matters related to actual production and distribution. The editorial office also reviews and further copy-edits, if necessary, page proofs.
- Accompaniment, in a shrink-wrapped package, to the Society’s monthly *Journal of General Internal Medicine (JGIM)* which is managed by a separate editorial staff.
• The exclusive property of the Society of General Internal Medicine.

Current Content

• Original Articles
• Morning Reports
• Health Policy Corner
• New Perspectives
• President’s Column
• From the Editor Column
• From the Society Column
• Sign of the Times
• Classified Ads (managed by SGIM staff)

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, published monthly
• Approximate monthly page count: 16
• Two colors, 8.5 x 11 trim size, saddle stitched (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.
• 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 15th 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 one-two 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 new SGIM website and GIM Connect to further discussions begun in print issues of Forum.

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, 2016.

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

Additionally, Karen Horowitz, MD, current Forum editor, is available for questions at Editor.SGIMForum@gmail.com