SGIM Forum
Instructions for Authors

Thank you for your interest in writing for SGIM Forum.

SGIM Forum is a monthly publication of the Society of General Internal Medicine. Forum is distributed in print to SGIM members in a mailing along with the Journal of General Internal Medicine (JGIM)

Forum is also posted online at: http://www.sgim.org/publications/sgim-forum

Specs for the Author:

- Length: articles are generally 1,000-1,500 words, including References List;

- Style: the article should have a beginning, a middle, and an end. In other words, the opening of the article should convey what the article is about; why it is important; why you are ideal to discuss the topics; and how the article will contribute to the literature. The ending should articulate how the article will contribute to the science, the literature, and the education.

- Submission: please submit as a Word document in double-spaced type, one-inch margins, 12-point Times New Roman. It is appreciated if you type out your references as regular text for ease of review and copyedit instead of using the endnote field creation option;

- Bio Blurb: please include your affiliation information and preferred email address when you submit your article. Please identify the order of authors when you submit;

- Social Media Blurb: along with the article, author(s) must submit a 140 character summary, statement, or prompt that will be used to promote the article on social media. Please include your e-mail address and Twitter handle, if applicable;

- Forum Categories: Forum will send author(s) a list of categories to determine how to best categorize your article. Please select three (3) categories and Forum will choose one for publication (see article headings at http://www.sgim.org/File%20Library/SGIM/Publications/SGIM%20Forum/SGIM-Forum-Departments.pdf)

- Pull Quotes: author(s) must submit a one sentence pull quote that can be used to promote the article in social media. The pull quote can be taken from the article or adapted from the text.

- Artwork: photographs, charts, and other graphics are encouraged but limited to one. The artwork may be amended or omitted to accommodate publication space. Graphics should be uploaded as either high-res .jpeg or .gif files. Forum is published in blue/white only;

- References: Articles published in Forum are limited to 5 references ONLY. Pertinent references should be included with endnotes that are listed at the end of the article.
Editorial:

- the editorial staff reserves the right to edit, amend, or omit articles that do not meet the expectations of the editorial staff;
- you may have up to three (3) business days to review your article when it is sent for review; based on the production schedule, you may only have one (1) chance to review your work;
- requests for publication in a specific issue will be considered (but cannot be guaranteed) depending on space and timing of the submission.

It should be noted that the lead time for publication of *Forum* is two (2) months. Any time sensitive content should be submitted 10 weeks ahead of the desired publication date. Please notify the editor-in-chief or an associate editor from your region of your intent to submit time sensitive content as soon as you decide to plan such an article.

- *Forum* will only publish original material not published elsewhere. It should be noted, however, that it is a goal of *Forum* Editors to encourage collaboration and academic achievement among SGIM members. Summaries of ongoing academic projects are greatly encouraged for *Forum* as a means of promoting scholarly work. *Forum* also hopes to serve as an incubator for ideas that can be further developed into academic projects and research articles suitable for submission to other peer reviewed journals.

**Forum Contacts:**

Joseph Conigliaro, MD, MPH  
Chief, Division of General Medicine  
Hofstra Northwell School of Medicine  
Northwell Health  
Editor in Chief, SGIM Forum  
[a]Editor.SGIMForum2017@gmail.com

Frank Darmstadt  
Managing Editor  
[a]Frank.darmstadt@ymail.com

Francine Jetton  
Director of Communications  
Society of General Internal Medicine  
[a]jettonf@sgim.org

Address submissions directly to: [a]Editor.SGIMForum2017@gmail.com