

TEXAS

FAMILY PHYSICIAN

Writers' Guidelines
updated Aug. 25, 2009

TEXAS FAMILY PHYSICIAN is a quarterly publication of the Texas Academy of Family Physicians. Each January, April, July and October, it is mailed to TAFP-member family physicians, family medicine residents and students, and other health professionals in Texas. All submitted works must appeal to this audience.

The first step to publication in TEXAS FAMILY PHYSICIAN is to submit a story idea. Please contact TFP Managing Editor Jonathan Nelson by e-mail at jnelson@tafp.org with a brief topic description and supporting preliminary research, if available, for initial approval. Current and archived issues of TEXAS FAMILY PHYSICIAN are available online at www.tafp.org/news/TFP. We encourage referring to previous issues of TFP for examples of our preferred writing style and topics.

Stories chosen for publication may use a conversational voice or humor, and must be an original work of the author. We prefer sourcing information conversationally within the story rather than using endnotes.

Use bullets sparingly, and only when necessary. Consider suggesting information boxes for lists of bullets rather than running them in the body of the text, and then write the points in sentence- and paragraph-form for the body.

For data comparison, we encourage the use of visual aids such as charts and graphs. If submitting a visual aid, please provide the actual data points along with any created materials. TFP editors must rebuild the visual aids in our publishing software.

All articles must be typed and double-spaced and range between 800 and 2,800 words, unless previously approved by the TFP Managing Editor. The author should include his or her name, mailing address, e-mail address and telephone number where editors can call during normal work hours. Also include a short biographical paragraph on the author containing contact information for readers so that they may contact the author directly, if preferred. The author should retain a copy of the manuscript.

Copy deadlines are set after the first communication with the editor and generally fall a month before magazine production week to provide for proper editing. After submission, editors may request further information, research, studies or data referenced in the story, source contact information or fact-checking. All articles will go through an editing process by the TFP editors to ensure coherence with TFP style guidelines.

All materials may be submitted to the Texas Academy of Family Physicians, preferably by e-mail or mail.

Texas Academy of Family Physicians
c/o Jonathan Nelson
12012 Technology Blvd. Ste 200
Austin, Texas 78727
p (512) 329-8666
f (512) 329-8237
jnelson@tafp.org
www.tafp.org