

Author Instructions

Uniformed Family Physician (UFP) Newsletter

The *Uniformed Family Physician (UFP)* is the quarterly newsletter and the official publication of the USAFP chapter. As you prepare your article, review the information in this document regarding the submission, editing and selection process. We appreciate your time and contribution to the USAFP!

Aims and Scope

The USAFP is a constituent chapter of the American Academy of Family Physicians (AAFP). The USAFP chapter is unique because of its size and scope. The USAFP includes members serving in the United States and in many other countries throughout the world.

The vision of the USAFP is to be the premier professional home to enhance the practice and experience of current and future Uniformed Family Physicians. The mission of the USAFP is to support and develop Uniformed Family Physicians as we advance joint readiness, health and wellness through education, scholarship, advocacy, and leadership. The content of the UFP newsletter must advance both the vision and the mission of the organization.

The intended audience of the UFP newsletter is the USAFP membership. The objective of the UFP newsletter is to build community, provide continuing professional development for its members, and serve as a platform to share information of interest to the members of the USAFP. Everything published in the UFP represents the personal opinions of the authors or the editor. It does not represent official policies or opinions of the Department of Defense nor specific branches of the military. It is published quarterly and is free to members.

Article Types

The *UFP* mostly publishes recurrent features on a rotating basis. The UFP will also accept unsolicited articles on topics highly pertinent to the USAFP membership.

Recurrent Features are solicited articles that are written by key individuals within the USAFP such as the President, Consultants, and Committee Chairs. These features appear on a rotating schedule. There are other recurring threads in the newsletter such as the Operational Medicine Job Profile, the Leadership Book Club and Annual Meeting updates.

Unsolicited Articles may be submitted by any USAFP member and may cover any topic of interest to our readership. Publication will be dependent upon the relevancy of the topic, available space, and the editor's judgment.

Editorial Policies Supporting Ethics in Publication Authorship/Contributorship

1. The *UFP* adheres to the authorship criteria outlined in the ICMJE. Recommendations available at www.icmje.org .
2. Authorship should be limited to no more than 3 authors.
3. For each article, at least 1 author should be a USAFP member.
4. Each author should meet all three of these criteria:
 - Substantial contributions to the conception and design, acquisition, or analysis and interpretation of data;
 - Drafting the paper or revising it critically for important intellectual content
2. All authors should take public responsibility for their manuscripts.
3. Authors should be prepared to explain the order of author names.

Guidelines for Manuscript Preparation

Length

- **Articles** may be any length but are generally 1500 words or less in order to maximize the number of articles that can be included in each edition of the newsletter.

Formatting / Style

1. Microsoft Word is the preferred format for submission. PDFs should not be submitted.
2. Titles should be descriptive and generally less than 10 words.
3. Manuscripts should be double spaced throughout to allow for easier editing.
4. Page numbers should appear on all pages to allow for easier communication between the author and the editor.
5. Auto-formatting, text boxes, graphics boxes, or drawings may prevent file conversion and should not be used in the body of the manuscript.
6. Abbreviations are discouraged, except for units of measurement. The first time an abbreviation appears, it should be in parentheses after the words for which it stands.
7. Acronyms and Jargon should be limited if it is service-specific. If acronyms or jargon is deemed necessary, please provide a definition upon first use in the article.
8. Generic names of drugs should be used, rather than brand names.
9. Bias should be avoided, and inclusive language used whenever possible.
10. Footnotes in the body of the manuscript are not accepted.
11. Author line should include full name (i.e. John A. Smith, MD/DO), Duty Station, E-mail Address

Figures / Illustrations / Photos

1. Figures, Illustrations and Photos should be high resolution.
2. Appropriate titles or descriptions should accompany all images.
3. Figures should have legends descriptive enough to permit interpretation without referring to the text.
4. Photos should only be used with approval by those depicted and must uphold OPSEC

References

1. List all authors when there are 6 or fewer; when there are 7 or more, list the first 3, then et al. For examples refer to:
 - o Iverson C, Flanagan A, Fontanarosa PB, et al. American Medical Association Manual of Style: A Guide for Authors and Editors (9th Edition). Baltimore, MD: Lippincott, Williams & Wilkins, 1998
 - o ICMJE Recommendations for Manuscripts Submitted to Biomedical Journals at www.icmje.org.
2. Use superscripts or in-line parentheses in the body of the manuscript to indicate references.
3. References first cited in tables or figure legends must be numbered so that they are in sequence with references cited in the text.
4. Authors are responsible for checking the accuracy of their reference

Tables

1. Please use Microsoft Word's table feature or submit separate Excel files. Excessive tabular data is discouraged. Max 3 tables per article.
2. Auto-formatting, text boxes, graphics boxes, and drawings may prevent file conversion and should not be used.
3. Tables should appear at the end of the manuscript or be submitted separately.
4. Table titles, labels, and explanatory notes should have sufficient detail to permit interpretation without referring to the text.

Manuscript Submission

1. All articles will be submitted via email TO cmodesto@vafp.org with a CC sent to the UFP Editor (USAFP Vice President).
2. Articles submitted after the deadline may be considered for publication on a case-by-case basis by the UFP editor.
3. The UFP editor will read all submitted articles and may return the article with suggestions and/or edits for the authors' consideration and action.
4. The UFP editor will make the decision to accept for publication, defer or reject articles.

Disclaimers and Public Affairs Approval

1. Each issue of UFP will feature an overall disclaimer pointing out that the views contained within the issue are those of the authors' and not those of their respective Services nor those of the United States Government.
2. Each author is highly encouraged to include the disclaimer endorsed by their institutions.
3. Each author is highly encouraged to seek approval for publishing their article through their local Public Affairs Office or equivalent.

Please contact cmodesto@vafp.org or the UFP Editor with any questions about submitting an article to the UFP Newsletter.