

# Editorial Policies

**S**onoma Medicine, the quarterly magazine of the Sonoma County Medical Association (SCMA), provides a forum for local physicians and medical professionals to share their knowledge about medicine and to express their views on topics of general interest. The magazine promotes the history, art, and science of medicine, along with the care and well-being of patients.

The articles in *Sonoma Medicine* are approved by the Editorial Board, an SCMA committee open to all members through the standard appointment process.

## Types of Articles

**Solicited articles** are defined as articles suggested by board members or SCMA staff and approved by the board at its regular quarterly meetings. The managing editor is responsible for soliciting approved articles from potential authors.

**Unsolicited articles** are defined as articles sent to the magazine without the prior approval of the Editorial Board. The board must approve the publication of any such articles.

Unsolicited articles or article proposals must be submitted to the managing editor at the address listed below. Article proposals should explain the purpose of the proposed article and include a brief outline.

The managing editor distributes unsolicited articles and proposals to the Editorial Board for its consideration. Approval of a proposal does not imply approval of the article itself.

## Authorship Requirements

By submitting a manuscript for publication, authors warrant that they take public responsibility for the manuscript and can attest to the validity of any data contained therein. Authors must also disclose any financial interests they may have in products or services described in the manuscript.

Original manuscripts published in *Sonoma Medicine* become the property of SCMA and are copyrighted by SCMA. Any requests to reprint *Sonoma Medicine* articles must be approved by the managing editor. Reprints cannot be used for commercial purposes.

All submitted manuscripts are edited for grammar, style and usage by the managing editor. Manuscripts are also subject to peer review. The identities of peer reviewers are kept confidential.

Edited manuscripts are returned to the authors for final approval. Authors are responsible for all statements made in the final article, including any changes made during the editorial process.

## Self-Promotion

Articles that serve to inform and educate the medical community about new procedures, treatments, local treatment centers or other locally based medically related modalities are acceptable only if they are informative, neutral in tone and do not have a primary purpose of self-promotion.

Articles whose sole intent is self-promotion or advertising will not be published. Some articles may have the secondary effect of resulting in more

referrals for the author, but this outcome is not in itself grounds for rejecting an article, as long as the contents are educational for the local medical community.

## Manuscript Requirements

Email is the preferred format for manuscript submission. If articles are sent as email attachments, they should also be copied into the email letter, in case the attachment can't be opened.

References to published materials should be cited in the text with superscript numbers and listed at the end of the manuscript. References to articles should include the reference number, the author's name, the title of the article, the name of the journal, the volume and page numbers, and the year (in parentheses), as follows:

1. Moore S, et al, "Epidemiology of failed tobacco control legislation," *JAMA*, 272:1171-75 (1994).

References to books should include the reference number, the author's name, the title of the book, the publisher, and the year (in parentheses), as follows:

2. Keats J, *The Complete Poems*, Penguin (1973).

## Magazine Address

All manuscripts, correspondence, and telephone calls should be directed to:

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