

# INFO FOR CONTRIBUTORS

## What to Submit

Articles relating to osteopathic medicine in either the clinical or scientific area are welcomed. Articles should either document an osteopathic contribution in these areas or contribute to the education of the osteopathic physician. All articles will be reviewed by consultant(s) in the proper field and will be subject to a careful editing process. Interns, residents and fellows should include their trainer(s) as author(s). If the trainee is the sole author and wishes the paper to be published in his/her name only, a letter indicating the trainer's release of the paper from his/her department must accompany the manuscript.

Articles dealing with management problems, current legislation or regulation and similar topics will also be considered for publication. Such articles must be original work.

A short biography (C.V. acceptable), photograph of the author(s) and, in the case of medical articles, three questions (i.e., multiple choice, true/false) pertaining to the article for use in *The Journal's* "CME Quiz" feature should accompany the manuscript.

## Types of Articles

**Original articles** — Original articles present information that is new and important to osteopathic medicine. They may document clinical material, applied research or laboratory research. Article length may range from 2,000 to 4,000 words (approximately 8 to 16 typewritten pages).

**Clinical reports** — These include case reports and brief descriptions of new techniques, equipment or research. They usually range from 1,000 to 2,000 words. Since they do not require abstracts, a final paragraph should provide a summary.

**Reviews** — Reviews are comprehensive surveys that synthesize established ideas and develop new ones. They may deal with clinical, investigational or basic science subjects. Length may vary from 3,000 to 5,000 words (12 to 20 typewritten pages).

**Special articles** — Articles that do not fall into the above categories (i.e., those on history, demographics, education) will be considered for publication as feature articles.

## Manuscripts

Authors are encouraged to submit manuscripts via e-mail to [publ@poma.org](mailto:publ@poma.org). Papers may also be submitted by regular mail. Manuscripts sent by e-mail should be sent as an attachment in .doc, .wpd or .rtf format. Papers submitted by regular mail should be typed in double spacing on 8-1/2" x 11" white paper, one side only, preferably with one-inch margins all around the page. Each page should be numbered. To facilitate the editorial process, authors who submit papers via regular mail are asked to include an original manuscript, one photocopy and a clearly labeled CD containing an electronic version of the text in one of the above formats. Any electronic artwork pertaining to the article should be saved on the disk as a separate file.

The manuscript should include:

- title;
- author(s) name(s) with highest academic degree;
- abbreviated title;      • abstract, if applicable;
- text;                      • references.

---

Submit articles to: [bdill@poma.org](mailto:bdill@poma.org) or  
The Journal of the POMA, 1330 Eisenhower  
Blvd., Suite 100, Harrisburg, PA 17111-2395.

---

## References

References should be typed, double-spaced, on a separate sheet. All references listed should be cited in superscript throughout the text. They should be numbered in the sequence in which they first appear in the text, listing each one only once.

Examples of properly listed references follow:

**Journal reference** — List the author's name, article title, journal name as abbreviated in *Index Medicus*, year, volume number, page number(s).

*Example* — Davidson C, Burkinshaw L, McLachlan MSF, et al: Effect of long-term diuretic treatment on body potassium in heart disease. *Lancet* 1976;2:1044.

**Book reference** — List the author's name, book title, location and name of publisher, year of publication. Exact page numbers are required for direct quotes.

*Example* — Fudenberg HH, Stites DP, Caldwell JL, et al: *Basic and Clinical Immunology*, ed 2. Los Altos, California, Lange Medical Publications, 1978.

**Book chapter reference** — List the author's name, chapter heading, editor's name, book title, location and name of publisher, year of publication and page number(s).

*Example* — Elias M, Elias P: Motivation and activity, in Birren JE, Schaie KE (eds): *Handbook of the Psychology of Aging*. New York, Van Nostrand, 1976, p 357.

References generally should not exceed 30 in major articles, fewer in shorter articles.

## Illustrations

Illustrations include photographs, line drawings, graphs and charts. All illustrations should be numbered and cited within the text. X-ray films are generally not acceptable.

**Electronic Artwork** — Please note that *The JPOMA* cannot use line art or photographs that are inserted, embedded or copied into an electronic text file. Authors are asked to send the original electronic artwork files separately. Line art must be saved in .eps, .jpeg, .tif or .pdf format. Digital photographs should be sent using the highest print resolution available in .jpeg format, whenever possible. The minimum resolution for digital photographs in .jpeg format is 1024x768 pixels; no less than 72 dpi. Compressed .tif files with a minimum of 300 dpi are also acceptable. Scanned photographs should be sent at 100 percent of the original with a minimum resolution of 300 dpi.

**Printed Photographs** — Please do not bend, fold or use paper clips to attach to the manuscript. Photographs should be unmounted and untrimmed high-quality, glossy, black-and-white or color prints. A label listing the author's name, article title and a number keying the photograph to its place in the article should be affixed to the back of the photograph. *Please note* — Photographs that include patients, staff, etc., must be accompanied by a signed legal release form.

**Other Illustrations** — Figures, charts and graphs should be of professional quality. Lettering should be large and clear to allow for reduction, if necessary. Glossy, black-and-white prints of drawings, rather than originals, should be submitted whenever possible.

## Editorial Review

Each article submitted will be forwarded to the editor-in-chief for review. Articles deemed acceptable will then be sent to the head of the POMA committee related to the subject involved, and an independent reviewer at the editor-in-chief's discretion. Authors whose articles are accepted for publication will be notified in writing, and will be notified if any rewrites or clarifications are needed before publication. Manuscripts submitted cannot be returned.