
Complete 2003 Instructions for Authors

Revised December 2003

Manuscript Submission Checklist

Authors are expected to prepare manuscripts for *Academic Medicine* according to the guidelines and requirements given in these instructions. Papers that fail to conform in major ways will be returned before they are processed.

Before submitting your manuscript, remember:

1. The manuscript must meet the journal's ethical standards for authorship and publication.
2. All manuscripts must now be submitted electronically via our Web site (at www.academicmedicine.org), click on "Submit a Manuscript," and follow the instructions on Rapid Review).
3. You should refer to the "[Checklist for Authors](#)" before finalizing your manuscripts for submission.

Summary of Major Changes in These Instructions for Authors

1. All authors are now required to submit their manuscripts electronically via the Web using Rapid Review. For details, see "V. How to Submit a Manuscript" below.
2. Masking is not required for manuscripts.
3. Requirements for the lengths of papers in any category are more flexible. While these instructions give a range for length, an author should choose the length needed to get the message across. The editor will determine the final length and format when the paper is accepted or during editing.
4. Most publication decisions will be made within 60 days of receipt of a manuscript.
5. We are no longer publishing "Letters to the Editor" in the print journal. You may submit your comments regarding any article by using our "eLetters" function at our website.

I. EDITORIAL FOCUS

Academic Medicine serves as an international forum for the exchange of ideas, information, data, and analyses relevant to issues concerning academic medicine. To serve this purpose, the journal seeks to publish papers that address, in a scholarly and timely manner, important issues relevant to the teaching, research, patient care, and community service missions of medical schools and teaching hospitals and to the faculty and administrators who work in those institutions.

II. TYPES OF ARTICLES

The journal publishes Articles, Commentaries, Research Reports, and Special Features, as well as items in other categories.

1. Articles

Articles are generally of four types. Types b. and c., below, were formerly classified as Essays and Commentaries, respectively.

- a. Articles can cover topics of broad concern to academic medicine -- for example, examinations of policies affecting the academic medicine community as a whole; analyses of current educational, political, or social trends affecting or likely affect academic medicine; and descriptions of innovations with systemic implications for medical education, training, and research.
- b. Articles can be descriptive pieces on topics directly and practically relevant to medical school education, residency training, GME, and CME. Such topics include descriptions of innovative programs, and articles on medical informatics, information and medical technologies, the history of medical education and training, and humanities topics.
- c. Articles can be opinion pieces on topics of interest to the academic medicine community.
- d. Articles can be reviews of the literature.

Articles may vary in style and length, from very short pieces of 500 words or fewer to long pieces of 4,000 words or, in rare circumstances, more. An author should choose the

length needed to get the message across. In each case, the editor will determine the final length and format when the paper is accepted or during editing.

Depending on length, Articles can have up to five tables or figures. All Articles have unstructured abstracts of no more than 250 words (50 words for very short Articles). The number of references should be appropriate to the piece, but except for reviews, references should be representative, not comprehensive, and authors should try to have no more than 15 references, fewer for opinion pieces in most cases, and no more than three for very short Articles.

2. Commentaries

Commentaries are opinion essays that comment on pieces that have previously been published in the journal. In some cases, a Commentary may be an opinion piece invited by the editor in response to a paper that has been accepted for publication. In that case, the Commentary will appear in the same issue as the paper it addresses.

The length of a Commentary can vary widely depending on the topic and approach, but in general authors should aim for no fewer than 1,200 words and no more than 2,000. The number of references should be appropriate to the piece. However, opinion pieces generally have fewer references than do other types of articles and sometimes have none. Authors should aim for no more than 10-15 references in most cases.

3. Research Reports

Research Reports are reports of medical education research concerning any part of the medical education continuum: premedical, undergraduate, graduate, and continuing medical education.

Research Reports may vary in style and length, from very short pieces of 500 words or fewer to long pieces of 4,000 words, or in rare circumstances, more. An author should choose the length needed to get the message across. In each case, the editor will determine the final length and format when the paper is accepted or during editing.

Depending on length, Research Reports can have up to five tables or figures (no more than one for very short reports). Research Reports should have structured abstracts of no more than 250 words (50 words for very short reports). The number of references should be appropriate for the piece, but references should be representative, not comprehensive, and authors should try to have no more than 20 references (no more than three for very short reports).

Note: Research Reports should no longer be masked for submission.

4. Special Features

a. "Medicine and the Arts." This monthly column is edited by the journal's managing editor, Lisa Dittrich; unsolicited manuscripts are welcomed. However, please contact Ms. Dittrich for manuscript specifications before submission.

b. "Teaching and Learning Moments." This is a new feature and will be published on an occasional basis. The pieces will vary in style and subject, but most will be first-person, informal narratives in which the author relates an experience or idea that provides a lesson applicable to medical education. Pieces range from 250 to 500 words and must fit on one journal page. Unsolicited manuscripts are welcome.

c. "Letters to the Editor." We are no longer publishing Letters to the Editor in the print journal. If you are interested in commenting on an article, we welcome you to use our "eLetters" feature at *Academic Medicine* Online. For more information you can go to:
<http://www.academicmedicine.org/misc/eLetters.announcement.shtml>.

III. ETHICAL CONSIDERATIONS

Authors are expected to abide by the following common ethical standards of the scientific research community and the science publishing community.

Authorship. All individuals designated as authors must qualify for authorship, and all who qualify as authors must be listed on the byline. Each author must have participated sufficiently in the work to take public responsibility for the whole paper. The journal's general rule is to limit the number of authors for all articles to six.

Specifically, *authorship credit for research reports* should be based only on substantial contributions to (1) conception and design, (2) analysis and interpretation of data, and (3) drafting the article or revising it critically for important intellectual content. Participation solely in the acquisition of funding or general supervision of the research group are not sufficient reason to claim authorship. *Authorship credit for all other types of articles* should be based solely on substantial contributions to drafting the article or revising it critically for intellectual content.

Any part of an article or research report that is essential to its main conclusions must be the responsibility of at least one author; all authors must be familiar enough with the entire manuscript to take public responsibility for the whole paper.

The editor may require authors to justify the assignment of authorship.

In cases of collective or group authorship (e.g., a committee or task force), each member of the group must qualify individually for authorship. If all members do not qualify, the article cannot be published under the group name. (In such cases, the authors who qualify for authorship may need to reform the group—for example, create a subcommittee or working group of the larger group.)

Prior and Duplicate Publication. Except in highly unusual or compelling circumstances, *Academic Medicine* will not consider for publication any paper already published or submitted elsewhere. This policy does not apply to submitting a complete report for which a preliminary précis or abstract (300 words or less) has been published. Duplicate publication is the publication of the same paper or substantially similar papers in more than one journal. Authors must explain in the transmittal letter any prior publication of the same or substantially similar paper, and should explain any circumstances that might lead the editor or reviewers to believe that the paper may have been published elsewhere (for example, when the title of a submitted paper is the same as or similar to the title of a previously published article).

If the editor learns that a submitted paper has been published elsewhere (in either the same or substantially similar form), the editor reserves the right to consult with other editors about the content of the papers in question. Further, the editor may return the paper unreviewed, may consider no papers by any of the authors for a period of time, may announce publicly in the journal (perhaps as a simultaneous announcement with the editor of the journal that published the earlier paper) that the authors have submitted a previously published article, or may do any combination of these actions, at the editor's discretion.

If the paper is accepted and published before the duplication is discovered, the editor will announce the duplication in the journal or have the authors write a letter acknowledging the duplicate publication, and the editor will notify appropriate institutions, ranging from national databases to the authors' departments to the authors' university administrators, at the editor's discretion.

Simultaneous Submission. Authors may not send the same manuscript to more than one journal at the same time. If the editor learns of possible simultaneous submission, the editor reserves the right to consult with the other editor(s) who have received the paper. Further, the editor may return the paper without review, or may reject it without regard to the reviews, or make this decision in discussion with the other editor(s) involved, and may decide to consider no papers from the authors for a period of time, at the editor's discretion.

Conflict of Interest. Authors must reveal to the editor any conflicts of interest—financial, personal, or other—that the editor or readers would reasonably consider as possibly affecting the information, research, analysis, or interpretation presented in the paper. This information will be held in confidence by the editor, unless the paper is accepted and in the editor's judgment the reader needs to know the general nature of this

possible conflict; in that case, a general description of the conflict will be given in the author's identification published with the article.

Copyright and Permission. Authors are wholly responsible for identifying materials in their papers that are copyrighted by other publishers or authors, and authors must obtain written permission to use these materials in the submitted paper. (For details, see "How a Manuscript is Processed" later in these instructions.)

Journal processes. Occasionally, *Academic Medicine* may conduct research about reviewers, reviews, and our own procedures and performance. Any analysis of these items will be strictly confidential and reported in the aggregate.

IV. GENERAL REQUIREMENTS AND STANDARDS

Terms of Consideration

Manuscripts are considered for publication with the understanding that they are not under consideration elsewhere and have not been published in the same or substantially similar form previously. Short abstracts (250-300 words) of preliminary research findings presented in conference proceedings are not considered previous publications; but previous publication in a form longer than an abstract may disqualify a paper.

The content of the published paper, as read and approved by the authors after editing and as proofed by the authors after it is typeset, is the responsibility of the authors.

If a paper is accepted, the authors must assign copyright to the Association of American Medical Colleges, which publishes *Academic Medicine*. However, the AAMC grants permission for any educational, non-commercial use of this material. To reproduce any of this copyrighted material in any form—print or electronic—for commercial purposes requires specific permission from *Academic Medicine*. Contact the editorial office.

"Uniform Requirements" and Academic Medicine Format

Academic Medicine will consider manuscripts prepared according to:

1. *Academic Medicine's* specific requirements as outlined in these instructions, or
2. the "[Uniform Requirements for Articles Submitted to Biomedical Journals](#)."^{*}

If *Academic Medicine* accepts a paper prepared according to the Uniform Requirements, **the author must then convert the paper to meet the journal's specific requirements (reference style, for example).**

Technical Specifications for Manuscripts

Note: All manuscripts must be submitted electronically, via the Web. For details, see "V. How to Submit a Manuscript." To help you keep track of our manuscript requirements, please refer to our "[Checklist for Authors](#)" before finalizing your manuscript for submission

1. *Masked Review.* Manuscripts should not be masked.
2. *Double-spaced.* All Manuscripts should be double-spaced. This includes references.
3. *Abstracts.* For long and short research reports only, abstracts must be in structured form, comprising four paragraphs labeled "Purpose," "Method," "Results," and "Conclusion."
4. *File Formats Allowed in Rapid Review.* **For text files**, Rapid Review accepts, MS-Word, WordPerfect, PostScript or PDF from TeX orLaTeX, RTF, PDF files. **For Graphics files**, Rapid Review accepts TIFF, EPS, PostScript, PDF, PowerPoint files. **For Mixed Text and Graphics**, Rapid Review accepts PostScript, PDF, MS-Word with embedded graphics, WordPerfect with embedded graphics.

File compression is urged. Use either Winzip (Windows) or StuffIt (Macintosh). These can be downloaded at the Cadmus Digital Art Information site at <http://cjs.cadmus.com/da/>.

5. *Tables.* Tables must be created with legible-size font. Large tables should be split onto two pages rather than severely reduced to fit on one page. Please study issues of the journal to see specific examples of the style for tables.

Footnote symbols are below. If you have more than five footnotes, begin again and double the symbol (e.g., **).

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6. *Figures and Tables files.* Rapid Review does not accept Excel files; it does however, accept Word files. You can cut and paste from your Excel file into a Word document. Cutting and pasting may require you to reduce the size of your table or figure using Excel. By opening your file in Excel, you click on File, then Page Setup, then Page. Adjust "scaling" to a percentage less than 100% until the table or figure completely fits onto a Word document page.
7. *References.* References to the literature should be selective and representative, not comprehensive. Number the references in the order in which they first appear in the text; **do not use *ibid.* or *op. cit.* when a reference is cited more than once,**

use the initial citation number for all later citations. Mark the references in the text by using Arabic numerals, which you may provide either as superscripts or inside parentheses. The journal's reference style is a slight variation of the Council of Biology Editors style for the citation-sequence system. (See *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 6th edition, Cambridge University Press, 1994.) For a brief introduction to the journal's style, see "Detailed Instructions" at the end of these instructions.

8. *Acknowledgements.* Persons who contributed significantly to the research, writing, or intellectual quality of the article—but who do not qualify for authorship—should have their contributions acknowledged. Clerical, administrative, and laboratory staff should not be acknowledged unless they made these significant contributions.

The person being acknowledged will be required to sign a form approving the acknowledgement, since the reader may assume that the acknowledged person agrees with the interpretation or conclusion presented in the paper.

9. *Permissions.* The authors are wholly responsible for getting written permission to use copyrighted material. Any table, figure, or part of a table or figure previously published elsewhere is probably copyrighted. Extended quotations are covered by copyright. Case descriptions, scenarios, and similar devices already published elsewhere are probably covered by copyright. Authors are responsible for getting these permissions before they submit a paper for consideration. If these permissions are missing at later stages, the paper will have to be rescheduled, pending the arrival of the approvals, or the text will have to be rewritten without the copyrighted material.

Authors must obtain the original publisher's permission to use material from their own earlier articles, since the copyright is probably held by the journal or book publisher that published the original article.

NOTE. The editors will make reasonable allowance for minor deviations from these technical specifications so long as they do not interfere with reading, reviewing, or editing the manuscript. Major deviations, however, may lead the editors to require corrections before the manuscript is processed; for example, a research report that is not ready for fully masked review will be returned to the author for revision before it is processed.

V. HOW TO SUBMIT A MANUSCRIPT

Manuscripts should be electronically submitted via *Academic Medicine* online at <www.academicmedicine.org>. The "Submit a Manuscript" button on the homepage will connect you to our online manuscript tracking and reviewing system, Rapid Review. After creating an author's account, you will be led step by step through the manuscript submission process. (Repeat authors need not create a new account when submitting a

new manuscript.) Please note that the password you use to access full text articles on *Academic Medicine* is not the same as the one you use for Rapid Review. Rapid Review is a separate system and requires a different user name and password.

The online system will prompt you for a cover letter. You may copy and paste your letter into that section. It should contain the following:

- a. the title of the paper and
- b. a statement that it has not been published and is not under consideration in the same or substantially similar form in any other journal.

If the paper has been published in substantially similar form in another language, explain the circumstances.

If another article or article title might lead the editor or reviewers to think that the submitted paper has been published elsewhere, send copies of the other article or material and explain the circumstances.

- c. A statement that all those listed as authors are qualified for authorship (see "Ethical Considerations—Authorship," above) and that all who are qualified to be authors are listed as authors on the byline.
- d. A statement that, to the author's knowledge, no conflict of interest, whether financial or other, exists. (If a possible conflict exists, the authors must describe the circumstances.)
- e. The name of the corresponding author, along with his or her **full address and telephone number (and fax number and e-mail address, if available)**.

You may also cut and paste your abstract into the abstract form.

If you filled out your manuscript form, but are having trouble uploading your manuscript, we would prefer that you do not mail your manuscript to us. You may choose that option on Rapid Review but rather than mailing it, please send us an email <acadmed_online@aamc.org> with your manuscript attached. Let us also know what the manuscript ID number is, as well. We would also like to know what problems you were having uploading your file(s). We will then upload the manuscript for you.

Questions related to submitting a manuscript online should be addressed to <acadmed_online@aamc.org>.

VI. HOW A MANUSCRIPT IS PROCESSED

1. **Initial Processing.** All manuscripts are automatically logged into our tracking system when they are submitted online and authors are able to track the decision process using the online system.

2. **Review.** All manuscripts are reviewed by the editor, review manager, and other internal advisers as appropriate and most are reviewed by outside reviewers as well. We require that reviewers (1) keep papers confidential; (2) do not make copies of the paper or share its content with others without the permission of the editor; and (3) apprise the editor of any conflicts or biases that might affect their ability to objectively assess a paper.

The normal review process for all Articles, Commentaries, and Research Reports is "partially masked" -- that is, the reviewer's identity is not revealed to the author.

3. **Publication Decisions.** Most decisions are made within 60 days of receipt of the manuscript.

4. **Editing.** All accepted manuscripts are edited for content and overall presentation, not merely for grammar and correct style, so authors should be prepared for further revisions (often extensive) during editing.

These revisions reflect the editor's and the manuscript editors' detailed critiques of presentation, completeness, and balance. Some changes are needed to make articles clearer to a broad readership; others are required so that the paper will conform to "house style" (that is, to consistent rules for standardized terminology, reference style, table style, spelling system, and word usage).

The authors are responsible for the accuracy of the final, edited version, which the corresponding author approves on behalf of all authors, either after consulting with all co-authors or by obtaining their advance authority to approve the final version on their behalf. Once the final, approved version is typeset, the authors may not rewrite or revise the article (except to correct errors in data or typesetting); therefore, it is essential that the corresponding author ensure the accuracy of the final, edited version before it is sent to the publishing house for final checking and typesetting.

5. **Proofs.** The corresponding author is responsible for proofing the typeset article, and consequently all the authors are wholly responsible for the accuracy of the final printed article based on that proof. The corresponding author may correct typographical errors and data errors but may not make discretionary or non-error changes on the proof. **If the authors make discretionary changes that should have been made during editing, they will be charged the cost of these extra changes.**

Technical production is handled by Hanley & Belfus, a publishing house in Philadelphia, Pennsylvania. Their editor in North Carolina will send the proof to the corresponding author, who returns the corrected proof to her and the authors' orders for reprints (if any) to her directly or Hanley & Belfus. Hanley & Belfus also coordinates publication of the online version of the journal, which is produced by High Wire Press at Stanford University.

6. **Reprints.** Authors may order reprints (copies of the article as it appears in the journal) from the publishing house. An order form for reprints is included in the packet with the page proofs. The order may be enclosed with the proofs or sent to the publishing house directly within three weeks of the proof-return date. The corresponding author is responsible for collecting the reprint orders for all authors and submitting them. Because large orders are less expensive per copy than small orders, co-authors should consider consolidating their requests into one order; the corresponding author would be responsible for coordinating and receiving the order and distributing the reprints among the co-authors.

If authors decide later that they want reprints, they may obtain them through the publishing house or arrange privately with a printing or photocopy service, which can reproduce copies from the printed page once the issue is released.

7. **Rejected manuscripts.** When a submitted manuscript is not accepted for publication, the editorial office will retain at least one copy of it. If asked about an author's submission, the editor will normally give only the following information: the author or authors' names and institutions, the full title of the manuscript, and the date the paper was received in the editorial office. The editor reserves the right, however, to discuss the paper and its disposition with the editor of another journal if the editor has a reasonable concern that duplicate publication, simultaneous submission, or other inappropriate actions have been taken.

Authors may request that the manuscript be reconsidered. The corresponding author should write to the editor asking for the reconsideration and explaining the substantive reasons why the authors feel that a reconsideration is justified. The editor's reconsideration may be based on the existing file alone, on new opinions from the original reviewers, on critiques from new reviewers, or on discussions with consultants and advisers, at the editor's discretion.

VII. DETAILED INSTRUCTIONS

1. Figure Art

For details about the submission process, follow the steps in "How to Submit a Manuscript" earlier in these instructions.

All figures should be numbered or otherwise labeled in the order in which they appear in the text (Figure 1, Figure 2, etc.).

During the editing process, the editors are likely to ask that you revise the figures and then send the editors electronic or, in unusual circumstances, high-quality paper copies of the revised figures.

2. References

The journal style for references is explained in the following guidelines and examples. It closely follows the widely used style developed by the Council of Biology Editors, published in *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 6th edition, Cambridge University Press, 1994. **Exception:** Occasionally an essay in the humanities or social sciences is better presented with end notes instead of a reference list. The editors will decide case by case about when end notes are more useful.

General Guidelines

1. **The manuscript and all references must be double-spaced.**
2. Do your best to limit references for Articles and Research Reports to 15 (fewer for opinion pieces, and three or fewer for very short Articles). These limits are not inflexible, but your goal should be to present representative and illustrative references only, not a comprehensive list. For example, use only one or two references to substantiate a major statement if using more references for the statement would require you to add more than the allowed number of references to the list.
3. At the end of the article text and before tables or figures, make a reference list. Type each citation **double-spaced**.
4. In the reference list, number references **in the order in which they first appear in the article**. In the text, identify references by their Arabic numerals inserted as superscripts. If your printer will not produce superscripts, you may enclose the number within parentheses. For successive references to a particular study, use the number assigned at its first citation in the paper.
5. In the text of your article, there are three ways to indicate the reference number, as shown by the following examples:

Number alone: The level of drug use among this group is low.³

With one or two author names: Anderson and Collier⁷ reported:

With more than two author names: Lee and colleagues² assert...or Lee et al.² assert...

You can omit the number after the author name(s) the second time you have presented the same citation in a short span of text and you are sure that the reader will know which citation you are discussing.

6. Use *Index Medicus* abbreviations for the names of periodicals. If you cannot find the periodical listed there, consult the list of abbreviations in *Scientific Style and*

Format: The CBE Manual for Authors, Editors, and Publishers, 6th edition, Cambridge University Press, 1994. Where there is any question that the reader may not be able to interpret the abbreviation (as may be the case with an unusual word or words in the title of a little-known journal or newsletter), spell out the unusual words.

7. Do not use *op. cit.* or *ibid.* citations. Spell out an author's name each time it appears in the reference list, even if it is used in consecutive references.
8. Give inclusive page numbers; duplicate digits should not be repeated, for example, "122-5" (for "122 through 125"), "1195-205" (for "1195 through 1205").
9. Give the month or number of the issue of a periodical if each issue begins with page 1. However, if the pages are numbered consecutively throughout all issues in the volume (as is the case for *Academic Medicine*), then the month or number of the issue is not needed.
10. List the names of up to six authors of a cited work. When there are more than six authors, list only the first three authors, followed by "et al."
11. You may cite as references in the reference list any material that readers could readily obtain from libraries, organizations, or archives. These include formally published articles, unpublished papers distributed at a conference, dissertations, newsletters, and official memoranda. The editors will be glad to advise you about such material.

Examples of Typical References

PERIODICALS

1. Simple

DiBona GF. Whence cometh tomorrow's clinical investigators? *Clin Res.* 1979;27:253-6.

NOTE: *If each issue begins numbering with page 1, give the number or month or season of the issue cited. Otherwise, the reader will not know in which issue the article can be found.*

Jones AW. Cognitive abilities and clinical judgment. *J Med Res.* 1963 Nov;17:55-70.

Rosenberg MR, Hoffman-Wilde S. Teaching behavioral medicine in a primary care setting: an integrated approach. *Gen Hosp Psych.* 1989;11(2):59-62.

2. Periodical Supplement

For when the supplement is to an issue number:

Becker DF, Swanson DB, Case SM, Nungester RJ. Results of the initial administrations of the NBME comprehensive Part I and Part II examinations. *Acad Med.* 1992;67(10 suppl): S16-S18.

For when the supplement is to a volume:

Magni F, Rossoni G, Berti F. BN-52021 protects guinea-pig from heart anaphylaxis. Pharm Res Commun. 1988;20 suppl 5:75-8.

BOOKS

1. Simple

Knight JA. Doctor-To-Be: Coping with the Trials and Triumphs of Medical School. New York: Appleton-Century-Crofts, 1981.

Ahari VW, Turner C (eds). AAMC Directory of American Medical Education 1989-1990. 36th ed. Washington, DC: Association of American Medical Colleges, 1989.

2. Article or Chapter in Book

Hand DJ, Taylor CC. Multivariate tests. In: Multivariate Analysis of Variance and Repeated Measures. New York: Chapman and Hall, 1987.

Hart IR. The objective structured clinical examination. In: Lloyd JS, Langsley DG (eds). How to Evaluate Residents. Chicago: American Board of Medical Specialties, 1986:131-46.

3. In Press; Forthcoming; Unpublished

Hoffman BF Jr, Cranefield PF. Electrophysiology of the Heart. New York: McGraw-Hill [in press].

NOTE: If the book is to be published but is not yet in press, use the word "forthcoming" after the title. If the book (or any other kind of document) is simply unpublished, place the word "unpublished" in brackets after the title.

Mitchell DC. The Historian as Prophet. Forthcoming. U.S. Department of Commerce, Bureau of Economic Analysis.

The Biomedical Research and Developmental Price Index. Revised and updated [unpublished report]. Washington, DC: December 1986.

PAPERS FROM CONFERENCE PROCEEDINGS

1. Unpublished

Houk VN. The responsibilities of authorship. Paper presented at the Conference on Ethics and Policy in Scientific Publication, National Academy of Sciences and Council of Biology Editors, Washington, DC, October 1988.

2. Published

McGowan J, Evans J, Michl K. Networking a need: a cost-effective approach to statewide information delivery. In: Gardner RM (ed). Toward Cost-effective Clinical Computing. Proceedings of the 19th Annual Symposium on Computer Applications in Medical Care, 1995 Oct 28-Nov 1, New Orleans, LA. Philadelphia: Hanley and Belfus, 1995:571-5.

3. RIME proceedings from 1990 onward

Cohen-Kogan J, Shea J, Bellini LM. Use of a computer-based internal medicine resource by medical students and house-staff. AcadMed. 1998;73(10 suppl): S64-S66.

4. RIME proceedings before 1990

Harvey J, Noel G, Cooper G, Simmons J, Levine P. Teaching interviewing skills to first-year medical students: do they learn? Proc Annu Conf Res Med Educ. 1986;25:42-7.

CONFERENCE PROCEEDINGS

Vivian VL, editor. Child Abuse and Neglect: A Medical Community Response. Proceedings of the First AMA National Conference on Child Abuse and Neglect, 1984 Mar 30-31, New York. Chicago: American Medical Association, 1985.

REPORTS

1. Nongovernment

Millis JS (chairman). The Graduate Education of Physicians. Report of the Citizens' Commission on Graduate Medical Education. Chicago: American Medical Association, 1966.

2. Government

Current Estimates from the National Health Interview Survey. Vital and Health Statistics. Series 10, no. 139, DHHS Publ No. (PHS) 81-1567. Washington, DC: Government Printing Office, 1980.

U.S. Treasury Department, Bureau of Prohibition. Digest of Supreme Court Decisions Interpreting the National Prohibition Act and Willis-Campbell Act. Washington, DC: Government Printing Office, 1929.

Ninetieth Congress, House of Representatives, Committee on Government Operations. The Brain Drain into the United States of Scientists, Engineers, and Physicians. Washington, DC: Government Printing Office, 1967.

ELECTRONIC ITEMS

Below is a format for a Web site reference. Suggested formats for several other types of items on the Internet (FTP servers, gopher servers, and others) are similar to this Web site format. Call the editorial office if you have any questions.

Wilson D. Statement on FY 1997 funding for the Department of Health and Human Services <<http://www.aamc.org/events/testimny/1997dhhs.htm>>. Accessed 11/13/98. Association of American Medical Colleges, Washington, DC, 1997.

NOTE: *The sponsoring entity (in the above example, the AAMC) and the location of the sponsor (above, Washington, D.C.) are preferred but not required.*

MISCELLANEOUS

1. Newsletter

Executive council meets amid Medicare fray. AAMC Reporter. 1995Oct;5(2):1-2.

2. Newspaper

Rensberger B, Specter B. CFCs may be destroyed by natural process. *The Washington Post* 1989 Aug 7; Sect. A:2 (col. 5).

3. Personal communication

[Use the following general format, revising as necessary to fit individual circumstances.]

Kelley, Paul, Jr., deputy vice president for psychometrics and testing services, National Board of Medical Examiners, Philadelphia, Pennsylvania. Personal communication, August 30, 1999.

4. Dissertation

Youssef NM. School adjustment of children with congenital heartdisease [dissertation]. Pittsburgh, PA: University of Pittsburgh, 1998.

5. Legal

[Use the style discussed in *Uniform System of Citation* published by the Harvard Law Review Association, or any other well-known legal citation system].

Court Case

Albert Gonzales v. John G. Nork, MD, and Mercy Hospitals of Sacramento, No. 228566 (Sup. Ct. Calif. 1973)

Law

Massachusetts General Laws, Chapter 112, Section 12 F.

REFERENCES FREQUENTLY CITED IN ACADEMIC MEDICINE

- a. Flexner A. Medical Education in the United States and Canada. A report to the Carnegie Foundation for the Advancement of Teaching. Bulletin No. 4. Boston: Updyke, 1910.
- b. Muller S (chairman). Physicians for the twenty-first century: report of the project panel on the general professional education of the physician and college preparation for medicine. *J Med Educ.* 1984 Nov;59(11 Pt 2).
- c. Educating medical students: assessing change in medical education—the road to implementation (ACME-TRI report). *Acad Med.* 1993;68(6suppl).
- d. Meredith T. Moller (ed). *Directory of American Medical Education: 2000-2001.* Washington, DC: Association of American Medical Colleges, 2000.
- e. The Medical School Objectives Writing Group. Learning Objectives for Medical School Education—Guidelines for Medical Schools: Report I of the Medical School Objectives Project. *Acad Med.* 1999;74:13-8.
- f. The Informatics Panel and the Population Health Perspective Panel. Contemporary Issues in Medicine—Medical Informatics and Population Health: Report II of the Medical School Objectives Project. *Acad Med.* 1999;74: 130-41.

NOTE: To cite articles in RIME proceedings, see items 3 and 4 under "Papers from Conference Proceedings" earlier in these reference instructions.

FOOTNOTES

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These instructions will be updated throughout the year.

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