

# SCEMSA Magazine Submission Policy

\*Editorial material and photos can be accepted for publication in each magazine.

The SCEMSA magazine is sponsored by the South Carolina EMS Association (SCEMSA). The magazine is published once or twice a year. Unless otherwise noted, all materials published in the magazine are the property of SCEMSA. No articles in this publication may be reprinted without the express consent of the editor. To obtain consent, contact Mary Napier, editor, at [mary.napier@scemsa.org](mailto:mary.napier@scemsa.org) or 785-783-5494.

All materials submitted become the property of SCEMSA. By submitting materials, all authors are consenting to the use of their name, article, and image (when applicable) with the SCEMSA magazine and the SCEMSA website.

## **Readership/Circulation:**

The SCEMSA magazine is distributed to members of SCEMSA (service directors, providers, educators, medical directors, firefighters, etc.) as well as local and state agencies and legislators.

## **Editorial Board:**

The SCEMSA Editorial Board is comprised of volunteer members of SCEMSA who have agreed to serve in making sure the SCEMSA magazine is published to keep members up-to-date on current events of SCEMSA as well as other industry related topics. The board's purpose is to: oversee the development and maintenance of SCEMSA print publications, and to provide a structure for the SCEMSA magazine editor for advice, counsel, contracting, and peer review as applicable.

## **Writers:**

Articles may be submitted from various persons. Persons interested in writing should be passionate about the subject matter and possess the ability to write knowledgeable articles. Selected authors could be placed in a rotation for regular submission. If interested in writing, contact [mary.napier@scemsa.org](mailto:mary.napier@scemsa.org).

## **Peer Review Process:**

In some cases, articles submitted for publication in the SCEMSA magazine will be sent through a peer review process. Peer reviewers consist of volunteer SCEMSA members with knowledge in various EMS-related areas. Peer reviewers evaluate the articles for readability, grammatical errors, focus of subject matter, and overall importance to SCEMSA readers. Peer reviewers will have a chance to submit suggestions or changes back to the author before the article is finalized for publication. Or the peer reviewers may reject the article for publication.

## **Article Submissions:**

The SCEMSA Editorial Board *reserves the right to approve or refuse a submission for publication.* Also, in order to ensure the quality of the publication, editing for grammar, spelling, punctuation, and content may occur. Every effort will be made to ensure that the context of the submission remains the same. Article submissions should be appropriate for the entire readership of the magazine or they will be refused. Please use the following guidelines to avoid post-submission edits.

### **Article Data**

When submitting your article, please include the following:

1. Article headline
2. Article subhead if needed (sentence that describes article)
3. Author name, credentials (ex. MS, EMT-P, etc.), job title, and employer

### **Author Bio**

At the end of your article, include a small bio that begins with your name and credentials. The biography should be no more than 100 words.

### **Submission Type**

All materials should be typed, saved as a Microsoft word document, and submitted in an electronic format via e-mail to [mary.napier@scemsa.org](mailto:mary.napier@scemsa.org).

### **Word Count**

Typical articles submitted are 800-1200 words in length, however length is flexible depending on the subject matter and can be shorter or longer. Please contact the editor if you need more direction.

### **Photos/Illustrations**

We would love for you to submit photos with your article! Please do not embed photos in a word document but send them separately as email attachments. Photos taken with a digital camera or phone are generally satisfactory, provided the quality is acceptable. A resolution of 300 dpi is recommended for the best quality. We accept .jpg, .png, and .psd formats.

**Important:** At the end of the article, please include the photo name, a one or two sentence caption for each photo, and who the photo should be credited to. If you are submitting a graphic or photo not taken by yourself, you must provide documentation that indicates SCEMSA has permission from the original source to use the image.

### **Tables/Graphs**

Tables and graphs can be included in the article document using Word's table feature or as a PDF or .jpg. Our designer will re-create these for you, so there's no need to make them pretty. If you don't know how to make a graph, you can write out a description of what you want, and we'll create it.

### **REFERENCES GUIDELINES**

All clinical articles must have references. Non-clinical articles are not required to have references, but must properly cite sources if included. Format citations according to the guide below.

#### **Formatting references**

Use the American Psychological Association (APA) style for referencing. However, the in-text citing will be simpler (see below).

#### *In Text Citing*

**For in-text citing.....use in-text superscript numbers after the sentence, with no spaces**

*Example:*

According to the Centers for Disease Control and Prevention (CDC), approximately one in 10 Americans have some form of chronic kidney injury, or chronic renal failure (CRF).<sup>2</sup>

Multiple references: ....or chronic renal failure (CRF).<sup>2,3</sup>

### *End of Article Referencing*

**List sources at the end of the article under the “Reference” list, in the order that they appear in the article (not alphabetically), using a number followed by a period.**

*Example:*

### **References**

1. Siew, E. D., & Davenport, A. (2014). The growth of acute kidney injury: A rising tide or just closer attention to detail? *Kidney International Kidney Int*, 87(1), 46-61. doi:10.1038/ki.2014.293
2. Centers for Disease Control & Prevention (CDC). (2015, April 20). *National Chronic Kidney Disease Fact Sheet*. Retrieved May 28, 2015, from [http://www.cdc.gov/diabetes/pubs/pdf/kidney\\_factsheet.pdf](http://www.cdc.gov/diabetes/pubs/pdf/kidney_factsheet.pdf)

### **Helpful Resources for authors:**

For those not familiar with APA style, here are some helpful references:

The Owl—Purdue Online Writing Lab Website <https://owl.english.purdue.edu/owl/resource/560/01/>

EasyBib: Free Bibliography Generator (note: you will need to select APA style...it automatically defaults to MLA style)

<http://www.easybib.com/>: EasyBib is very nice because it automatically places the information in the proper format (assuming you have selected APA style). You just enter the information that it asks for and then you can then download the reference list in Microsoft Word and copy and paste it into your document.

All materials for the SCEMSA magazine should be sent to:

### **EDITOR**

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Questions? Call 785-783-5494