

## **SUBMITTING ARTICLES FOR MECKLENBURG MEDICINE**

Magazine of the Mecklenburg County Medical Society

*Please call Sandi Buchanan at 704-376-3688 if you have any questions.*

Sandi Buchanan, Managing Editor

Publisher: Mark Ethridge

Advertising: Mark Ethridge (mecklenburgmedicine@gmail.com)

Graphic Design: Wade Baker

Copy Editors: Lee McCracken, Stephanie Smith

### **Article Guidelines:**

- **Format:**
  - font should be New Times Roman 12 point
  - single-spaced
  - double-spaced between paragraphs – don't indent paragraphs
  - if part of your article is a side bar, don't put it into a box – just label as side bar
  
- **Articles are generally 1 page in length. 1 page equals roughly 850-900 words. (If you submit pictures, they will take up word space).  
If you want more than one page of space, for example, for pictures, please check with Sandi before submitting your article to be sure space is available.**
  
- **With your article include:**
  - the title of the article
  - name of the author
  - title of the author
  - headshot of the author, if possible
  - any other pictures to be included and the captions of the pictures
  - your mailing address to receive one copy of the magazine

**Note about photos: we need a high-resolution image at least 300 dpi at 100% and we can accept jpg, tiff, eps formats.**
  
- **Copy deadline is normally the 22<sup>nd</sup> of each month (15<sup>th</sup> of the month in November and December due to holidays). We are more than one month in production.**
  
- **Distribution is on the first day of the month by bulk mail.**
  
- **Article should be sent in a word document emailed to Sandi Buchanan at sbuchanan@meckmed.org.**

- **We can print pictures if space permits. Check with Sandi about the quality of pictures sent digitally to verify they are of sufficient quality to publish in the magazine.**

**If you are advertising in the magazine, please check specifications on the ad contract. Photos should be at least 300 dpi at 100%.**

- **The Editorial Board will review the article. Members of the Editorial Board are Sandi Buchanan; Current MCMS President; Stephen J. Ezzo, MD; N. Neil Howell, MD; and Jessica Schorr Saxe, MD.**
- **The author will receive one copy of the publication – e-mail Sandi your mailing address. If you would like additional copies free of charge, Sandi can e-mail you the entire magazine as a PDF file, or you can check with her two months after publication to receive any surplus copies.**

Description of magazine:

- Mecklenburg Medicine is the official publication of the Mecklenburg County Medical Society, a professional association of physicians (MDs and DOs) and physician assistants, founded in 1903.
- The magazine is in its 49th year of publication.
- The magazine is on a 10-issue per year schedule, combining July/August and November/December issues. It is mailed to all physicians in Mecklenburg County, medical practice managers, hospital administrators, nonprofit health-related organizations, and others.
- MCMS is the only county medical society in North Carolina publishing a magazine on a 10-issue annual schedule.
- The magazine is 16-20 pages, depending on the number of ads sold.
- The number of color pages depends on the number of color ads. Most of the content is in black and white.
- Contact Sandi Buchanan to find out space availability in a particular issue of the magazine. Email her at [sbuchanan@meckmed.org](mailto:sbuchanan@meckmed.org), or call 704-376-3688.