

## Suggestions for Article Types in *Osteopathic Family Physician*

### Original Research

*OFP* requires a 250-word abstract, and four to six keywords. Text is to be approximately 3,000 words or less (abstract not included in total.) The content should be structured so that there is an Abstract, Introduction, Methods, Results, Discussion, Conclusions and Acknowledgements.

### Review Articles

Review articles should be about 3,000 words and on a topic that is applicable to the daily practice of osteopathic family physicians. All manuscripts should attempt to apply SORT (Strength of Recommendation Taxonomy.) The SORT is a comprehensive taxonomy for evaluating the strength of a recommendation based on a body of evidence and the quality of an individual study.

### Case Reports

*OFP* also accepts case reports that describe real patients whose case presents important learning issues for the osteopathic family physician. These reports should be 1,500 words (+/- 500) and formatted as follows: Case Presentation and Physical Findings; Lab and Imaging Reports; Diagnosis and Topic Discussion; and Patient Course. Case reports should have less than 15 references and contain illustrative imaging and pictures to improve the case's learning issues. Any patient photo should be accompanied by a completed patient consent form with the manuscript to be considered for acceptance.

### Brief Reports – Practice Management, Health Policy, Medical Education

*OFP* publishes articles offering advice based on practical experience and on special knowledge or expertise. *OFP* prefers articles that reflect expert opinion or broad practice experience. The test for publication will always be whether it is immediately useful to the osteopathic family physicians who read *OFP*. *OFP* brief reports should be approximately 2,000 words (+/- 500.) If your manuscript includes a number of illustrations, graphs or tables, try to adjust the manuscript text to compensate for the space these elements take up.

The following partial list of subjects that *OFP* covers will give an idea to gauge your article's compatibility with *OFP's* content needs:

balancing practice and family	career options	clinical guidelines	communication skills
computerization	cost-effective care	documentation and coding	employment issues
ethical practice	facilities and equipment	governmental reform	the health care marketplace
integration models	interspecialty issues	malpractice	managed care
negotiation and contracting	office management	optimizing patient relations	patient counseling
practice development	practice finance	practice sales and mergers	professional relations
quality improvement	regulations	reimbursement and collections	risk management
staffing	strategic planning	stress and change	third-party payers
time management			

OFP also accepts very short articles – in the neighborhood of 1,500 words – especially on reimbursement issues, information technology, and clinical quality improvement.

#### **Points to Keep in Mind When Submitting to OFP**

- The goal of practice management articles in OFP is to help family physicians cope with the challenges of practicing in today's health care system.
- OFP is looking for articles that give advice based on the experience and expertise of osteopathic family physicians, practice management consultants and others.
- Follow the formatting directions. Manuscripts that do not follow the formatting and word count directives are likely not to be reviewed.
- All OFP articles go through an internal review, peer review and, if accepted, three editing stages. OFP ask authors to approve all substantive edits.
- OFP tries to make the process easy, while helping authors produce the best article possible.

#### **Graphs, Tables and Illustrations**

OFP strongly encourages authors to include illustrations and graphic displays of data. Where OFP sees the need, we are available to help authors create or refine graphs and artwork to illustrate articles we publish. As a rule, we want tables, graphs and illustrations that build on information provided in the body of the article rather than duplicate it. They should be understandable on their own, not dependent on the article for explanation. If you supply illustrations, please include descriptive material that can be used in a caption. If you feel it is necessary to include previously published material (eg, graphs, tables, photographs, drawings) in your paper, you need to write the holder of the copyright (ie, the publisher) for permission to use the material.

Write a business letter that states where you intend to publish your paper. Clearly describe the material you are asking permission to use (eg, table/figure number \_\_\_ from page number of the article entitled "...” authored by XYZ in name of journal on date). Permissions must grant electronic rights as well as print rights. Most publishers are happy to give permission. You may receive your original letter with a permission notice stamped on the bottom. Save these letters, and send copies with your manuscript when you submit it. Even if you are not certain that you will use the previously published material, write to request the permission.