

Focus Author Guidelines

Introduction

Focus, Faith and Practice: A Christian Medical and Dental Society Publication, is published three times a year and distributed to members of CMDS as well as being available on the website. Our purpose is to act as a forum in which Christian healthcare professionals may exchange information and experiences, and to encourage one another in the integration of “faith and “practice.” Focus is not an academic, peer-reviewed journal but strive for publishing integrity. Each issue typically follows a particular theme. We welcome all submissions for consideration, but see below for further information. There is an honorarium available only for feature articles.

Types of articles

- Letters to the editor: comments on previous issues or recent CMDS events
- Feature articles: these are typically written by invited authors with expertise related to the theme of the issue; however, unsolicited submissions are welcome. These articles should have more of an academic style and should be approximately 2500 words
- CMDS community: reports on events; usually less than 1000 words
- Personal experience stories: for example, reflections on clinical practice, community service, or mission experience; usually less than 1000 words
- Creative writing: prose and poetry, preferably related to the integration of Christian faith and practice; usually less than 1000 words

Submission process

- send to office@cmdscanada.org
- include a recent photograph
- include your contact information
- include a brief paragraph of biographical information written in the 3rd person format (e.g., John Doe is a Family Physician who lives and works in Timbuktoo. He has an interest in tropical medicine and has been a member of CMDS for 30 years).
- you will be notified of acceptance of your article or if any revision are required
- the editor will inform you of any recommended changes
- Deadline for submission for each issue will be posted on our website

Writing guidelines

Ethics

If referring to a patient, ensure to use a pseudonym and omit any potential identifying information. In addition, a signed consent is required from the patient.

Formatting

- Submit as Microsoft Word documents (*.doc, *.docx)
- 12 pt font
- Left justified, double spaced paragraphs
- Single spaces after periods
- No endnotes or footnotes
- Reference numbers placed in square brackets (e.g., [1])
- Page size set to 8 1/2 inches
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Style

- Use Canadian spelling and grammar (set spell-check to English Canada)
- Please use gender inclusive language (e.g., switch to plural or passive voice if necessary).
- Avoid any prejudicial or hate language of any kind.
- Avoid using jargon and phrases that are peculiar to your field of interest.
- Ensure that acronyms are spelled out the first time they are used.
- Write out numbers less than ten, or if at the beginning of a sentence.
- Headings: bold and left aligned.
- Italics: use for titles of books, journals, films, etc.; foreign words; or for emphasis.
- Paragraphs: do not indent—hit enter before next paragraph.
- Hyphens: use to connect compounded words (e.g. adjectives such as patient-centred, patient-reported, and patient-directed).
- En-dashes: (shortcuts different on different keyboards, or use ‘insert’ ‘special character’ ‘symbol’) use to describe a range (e.g. 1984–1987).
- Quotations: use double quotation marks—single marks are only used within another quote (e.g. The teacher asked, "Who said, 'Give me liberty or give me death?'"; punctuation marks are placed inside/before the closing quotations (e.g., “patient-centered care,” and ...). If a quote is longer than three lines, quotation marks are not needed; rather indent and single space.
- Parentheses: use round brackets and punctuation goes outside, unless an entire sentence is in brackets. For brackets within brackets, use square ones. Square brackets are also used to enclose material inserted in a quotation by some person **other** than the original writer. There are no spaces between text and bracket (see above and current examples).
- Bullet points/numbered lists: use sparingly to make for easier reading.

Referencing

- Book of the bibles are abbreviated within parenthesis but are spelled out when used in a sentence
- Bible verses
 - Place in parentheses
 - If quoting directly, reference which translation you are using
 - All Bible verses will be from the NIV Translation

OT Old Testament

Gn Genesis

Bar Baruch

Ex Exodus

Lv Leviticus

Nm Numbers

Dt Deuteronomy

Jo Joshua

Jgs Judges

Ru Ruth

Sm Samuel

Kgs Kings

Chr Chronicles

Ezr Ezra

Neh Nehemiah

Est Esther

Jb Job

Ps Psalms

Prv Proverbs

Eccl (or Qoh) Ecclesiastes (or

Qoheleth)

Tob Tobit

Mac Maccabees

Jdt Judith

Wis Wisdom of Solomon

Sg Song of Solomon, or Canticles

Isa Isaiah

Jer Jeremiah

Lam Lamentations

Ez Ezekiel

Dan Daniel

Hos Hosea

Jl Joel

Amos or Am Amos

Ob Obadiah

Jon Jonah

Mi Micah

Na Nahum

Hb Habakkuk

Zep Zephaniah

Hg Haggai

Zec Zechariah

Mal Malachi

NT New Testament

Matt Matthew

Mk Mark

Lk Luke

Jn John

Acts Acts

Rom Romans

Cor Corinthians

Gal Galatians

Eph Ephesians

Phil Philippians

Col Colossians

1–2 Thes 1–2 Thessalonians

1–2 Tim 1–2 Timothy

Ti Titus

Phlm Philemon

Heb Hebrews

Jas James

1–2 Pt 1–2 Peter

1–2–3 John 1–2–3 John

Jude Jude

Rev Revelation

(= Apocalypse)

- Other sources, use footnotes
 - Citations:
 - Author's Name, *Book Title*, ed. Name (Place of Publishing: Publishing Company, Year), pg. 1 or pg. 1-3.
 - In cases where author and book are used, you may use *Ibid* for the next footnote in the next numbered footnote. If, however, you have cited a different author or book in the previous footnote, you should make the next footnote Author's Name, *Book Title*, pg. number.
 - Journal articles: List the journal title, period, year, semi-colon, volume, issue number in parentheses, colon, page range, and a period. Journal titles may be abbreviated according to PubMed Medline's Journals Database; e.g., Brain Res. 2002;935(1-2):40-6.