AUTHOR GUIDELINES

Thank you for agreeing to contribute to the Academy for Women in Academic Emergency Medicine (AWAEM)'s Newsletter. Please review these guidelines before you start writing.

Submission Requirements: Articles

- The article should be 2 pages (double-spaced) using any standard typeface (11-point type), with a word count of approximately 400-500 words including references
- Documents should be created in Microsoft Word or a compatible program.
- Please check the spelling of all words before submitting your draft
- Make sure to attach any copyright permission documentation (if applicable)

Article Components: (should all be combined in one document)

- Title
- Author information: Must include:
  - Full names of all contributors
  - Titles and affiliations
  - Contact information, specifically email. Only the email of the first author will be shared with the public upon request.
  - Twitter handle (if available)
- Article
- Images (if applicable)
  - Figures should be high resolution (300 dpi; in JPEG, JPG or TIF format)
- References:
  - References should be typed within the text as superscripts (not in parentheses) at the end of the appropriate sentence within the text
  - References should be listed and numbered at the end of the article according to the sequence in which they are cited in the text
  - References should be in a consistent format citation

Submission Requirements: Spotlight Interview, Committee Project Updates

- The article should be one page or less (double-spaced) using any standard typeface (11-point type), with a word count of approximately 200-300 words including author information and references
- Documents should be created in Microsoft Word or a compatible program
- Please check the spelling of all words before submitting your draft

Article Components: (should all be combined in one document)
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• Author information: must include:
  o Full names of all contributors
  o Titles and affiliations
  o Contact information, specifically email. Only the email of the first author will be shared with the public upon their request.
  o Twitter handle (if available)
• Images (if applicable)
  o Figures should be high resolution (300 dpi; in JPEG, JPG or TIF format)
• Format:
  o Bullet points are preferred over paragraph format

Thank you in advance for your hard work and contribution to the Academy for Women in Academic Emergency Medicine!