The Canadian Geriatrics Society Journal of CME publishes concise, clinically practical papers that are subject to peer review.

- No fees are required for manuscript processing and/or publishing.

- Authors are obliged to participate in peer review process; all authors must have significantly contributed to the research; the author(s) are obliged to provide retractions or corrections of mistakes; and authors should provide a list of references, financial support; it should also be forbidden to publish same research in more than one journal.

- The focus of the articles should be directed to family physicians, with step-by-step instructions ("bread and butter" advice). Practical approaches that could be utilized in an office setting would be ideal. A maximum of 5 key points should be listed to be used as a rapid summary.

- Articles should be limited to approximately 1,500–2,000 words in length (excluding tables, figures, and references).

- Articles should provide actual medications and real-life dose starting and escalation schemes/algorithms (not just medication classes or dose ranges). They should provide “starting recipes,” particularly for issues not encountered routinely.

- Requirements are in accordance with “Uniform requirements for manuscripts submitted to biomedical journals” (http://www.icmje.org). The editorial policies of the journal are in line with those of the Council of Science Editors (http://www.councilscienceeditors.org/services/draft_approved.cfm).

- Authors must disclose any commercial interest in the subject of study and the source of any support. Authors must disclose potential, perceived, and real conflicts of interest relevant to topics covered in the article. The editorial team will decide whether these are significant enough to state in the publication.

- A covering letter should state that the work is original and not under simultaneous consideration at another journal, and should include the address for correspondence, as well as the phone and fax numbers and e-mail address to ensure rapid processing. Authors should identify their affiliation with a hospital or university department, and indicate if they are students, residents, fellows, or on staff. After acceptance of the manuscript, the authors must sign a copyright transfer agreement; however, they will retain the right to use data in their own presentations and future personal publications.

- The Journal reserves the right to edit manuscripts to ensure conformity with its style. Such editing will not affect the scientific content.
Timelines

If you are requested to write an article for a specific issue, please follow the approximate timelines below.

**Issue 1 - Publishes in spring-summer**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit article for review</td>
<td>January 7</td>
</tr>
<tr>
<td>Article returned to you for revisions, if needed</td>
<td>January 31</td>
</tr>
<tr>
<td>Submit revised article to Dr. Molnar</td>
<td>February 15</td>
</tr>
</tbody>
</table>

**Issue 2 - Publishes in fall-winter**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit article for review</td>
<td>May 23</td>
</tr>
<tr>
<td>Article returned to you for revisions, if needed</td>
<td>June 15</td>
</tr>
<tr>
<td>Submit revised article to Dr. Molnar</td>
<td>June 30</td>
</tr>
</tbody>
</table>

**Manuscript Preparation**

- Manuscripts should be double-spaced and approximately 1,500–2,000 words.
- The manuscript must be sent by e-mail attachment (Microsoft Word or Rich Text Format only).
- An unstructured abstract of 100–150 words should be provided.
- A maximum of 5 statements outlining key points from the article should be provided. Approval by the relevant research ethics board should be included, where appropriate.
- Please choose at 2 or more key words that apply to your article from the following list: arthritis, cancer, cardiovascular diseases, delirium, dementia, dermatology, diabetes/endocrinology, elder abuse/neglect, exercise, falls, frailty, haematological disorders, hypertension, incontinence, infectious diseases, long-term care/nursing home, miscellaneous, medication optimization/polypharmacy, models of care – innovations, neurology, nutrition, osteoporosis, pain, palliative care, preventive care, psychiatric disorders/mental health, respiratory diseases, stroke, wound care
- Author credentials and institution(s) should be included after author name(s).
- Please check the web links in your article to ensure they are active at the time of publication.

**References**

References should be numbered consecutively in the text by superscript numbers (not roman numerals). References should be written in plain text at the end of the document, not in footnote or endnote format. Corresponding references (limited to 30) should be listed at the end of the text. Unpublished sources such as personal communications should be cited within the text and not included in the reference list.

The sequence for journal references should be as follows: author(s); title of paper; journal name abbreviated as in the Index Medicus; year of publication, volume number, first and last page numbers. When there are more than three authors, shorten to three and add "et al."


The sequence for chapters of a book should be as follows: author(s) of chapter, chapter title, author(s) of book, book title, edition, place of publication, publisher, year of publication, page numbers.

Tables and illustrations
Each table should include a title indicating the information contained. Abbreviations and sources should be listed below the table.

Illustrations may be sent electronically as TIFF or JPEG files. Do not embed images in text files. Note: Figure reproduction cannot improve on the quality of the originals.

Numbers, units, and abbreviations
Measurements are to be metric. In scientific text, physical quantities and units of time should be expressed in numerals, for example, 2 kg, 6 mmol, 5 hours, 4°C.

Define all abbreviations on their first mention.

Drug names
Throughout the text, non-proprietary names of drugs should be used. At the first usage, the registered Canadian trade name of the drug can be used in parentheses following the non-proprietary drug name, for example, "furosemide (Lasix)."

Permissions
Written permission must be obtained for material that has been published in copyrighted material; this includes tables, figures, and quoted text that exceeds 150 words. Signed patient release forms are required for photographs of identifiable persons. A copy of all permissions and patient release forms must accompany the manuscript.

Proofs
Proofs for correction will be sent to authors by e-mail as pdfs. Authors are asked to e-mail corrections back to the publisher within 72 hours. Unless otherwise indicated by the author, manuscripts will be published as sent.

Please submit manuscripts to:
Dr. Frank Molnar
fmolnar@toh.on.ca
Only electronic submissions will be accepted.