

Editorial Guidelines for *Ethics & Medics*

Thank you for your interest in submitting to *Ethics & Medics*.

Ethics & Medics is a monthly commentary providing moral analysis, argument, and opinion concerning advances in the health and life sciences. The publication has been in print for over 40 years. We publish articles that relate the Western moral tradition to new developments in health care in the areas of medicine, law, philosophy, theology, and pastoral implications of medical-moral subjects. *Ethics & Medics* articles are faithful to the Catholic moral tradition and its official teaching, but it is not a publication of the Catholic Church. Authors are responsible for the opinions and arguments advanced in the articles they write. Our readers are clergy, medical professionals, administrative health care personnel, teachers, lawyers, students, and interested Catholics and non-Catholics alike.

Process

Please submit manuscripts as MS Word attachments to submissions@ncbcenter.org. Specify that this is a submission to *Ethics & Medics*.

Manuscripts are reviewed by a submissions editor to ensure that they meet all criteria, *below*.

Manuscripts must meet submission criteria before being reviewed for acceptance.

Manuscripts that do not meet these criteria will be returned to the author with a list of requested adjustments. Once the manuscript is revised, it may be resubmitted for consideration.

Manuscripts that meet submission criteria will be reviewed by the editorial team, and the editor in chief will inform authors if their manuscript is accepted, accepted with revisions, or rejected. Accepted articles will proceed to copyediting, typesetting, and proofreading. All submitted articles are copyedited here at the NCBC.

All editorial changes are reviewed with the author; we do not print without final author approval. Whenever agreement between editor and author cannot be reached, the article either will be returned to the author or temporarily set aside.

Copyright & Credit

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Authors receive a byline that includes medical credentials (MD, RN, DO, etc.) as well as a 1-sentence description of affiliation and academic credentials at the end of the piece.

Submission Criteria

1. Word counts

- a. Regular length article: 1,500–1,600 words, including notes
 - b. Double-length article: 3,000–3,200 words, including notes
2. File formats
 - a. Submit manuscripts in DOC, DOCX, or RTF format. (No PDFs or other word processing formats.)
 - b. Submit figures and tables separately as image files (JPG, PNG, or TIF).
3. Use of Outside Sources
 - a. Be sure to cite all sources thoroughly. (See “Endnotes,” below, for directions about style.)
 - b. Be prepared to submit source copy upon request. (Source copy includes title and copyright pages of books, or TOC and masthead pages of journals, along with the pages where direct quotes originally appear.)
4. Endnotes
 - a. Follow *Chicago Manual of Style* 17th ed. (or Turabian). Submissions that follow another style will be returned with a request to conform to Chicago or Turabian style before we can review the piece for publication. The following are examples of commonly cited source formats:
 - i. Book: Author, *Title* (City: Publisher, Year), Page Number.
 - ii. Journal Article: Author, “Title,” *Journal* Volume#, Issue# (Date): Page Number, DOI: Number.
 - iii. Website or Web Resource: Author, “Page Title,” Organization, Date, URL.
 - b. Include DOIs whenever they exist.
 - c. Integrate explanatory and discursive notes into the text.
 - d. Place notes at the ends of clauses.
 - e. Do not place notes at the ends of headings.