

# Submission Guidelines

The American Association of Integrative Medicine (AAIM) is seeking well-written columns and articles that tell about integrative medicine professionals innovative work, case studies, and research findings, complete with references, for publication in the *Journal of the American Association of Integrative Medicine (JAAIM)*.

## Formal research articles must meet the following guidelines:

- Be **typed** and **double-spaced** with one-inch margins on all sides.
- Include a **title page** with the article title and the author's name, degree and affiliation.
- Include a **one-paragraph biography of the author** at the beginning of the paper.
- Include a photograph (headshot) of the author for publication.
- Include an article **abstract** of no more than 150 words.
- Include a list of **three to five (3-5) key words** that express the precise content of the manuscript (used for indexing purposes), positioned immediately following the abstract.
- Include a list of at least **three (3) learning objectives** covering the main points of the manuscript, positioned immediately following the key words.
- Include a minimum of **five (5) multiple-choice test questions** that adequately cover the material highlighted in the learning objectives (used to offer continuing education credit through journal learning).
- Conform to the style guides presented by the *American Medical Association Manual of Style, 10<sup>th</sup> Edition*.
- Articles that are submitted with photographs and tables will receive priority publication once accepted.

## Personal columns and case studies must meet the following guidelines:

- Be **typed** and **double-spaced** with one-inch margins on all sides.
- Include a **title page** with the article title and the author's name, degree and affiliation.
- Include a **one-paragraph biography of the author** at the beginning of the paper.
- Include a photograph (headshot) of the author for publication.
- Conform to the style guides presented by the *American Medical Association Manual of Style, 10<sup>th</sup> Edition*.
- Articles that are submitted with photographs and tables will receive priority publication once accepted.

**Illustrations and photos** (including drawings, diagrams, and charts) must be numbered in one consecutive series of Arabic numerals. Type the captions for illustrations on a separate page. Photographs should be large, glossy prints, showing high contrasts. Identify figures on the back with author's name and number of the illustration, in applicable. **If you are e-mailing photos**, please use .jpeg format, leave the picture as large as possible, and use at least 300 dpi. Attachments must be less than 3 megabytes to go through our e-mail system.

**Tables** must be numbered and referred to by number in the text. Each table should be typed on a separate page. Center the title above the table, and type explanatory footnotes (preferably indicated by super-script lowercase letters) below the table.

Avoid **footnotes**.

**To submit a manuscript for peer review:**

- Check the manuscript for content and style (correct spelling, punctuation and grammar; accuracy and consistency in the citation of figures, tables, and references; stylistic uniformity of entries in the references section; etc.). Manuscripts containing numerous typos or errors will be returned to the author for revision before they are submitted for peer-review.
- Ensure that all required sections of the manuscript are completed (abstract, bio, key words, learning objectives, multiple-choice questions)
- Send the manuscript, in Word format, and any accompanying photographs and tables, via e-mail <[jessica@aaimedicine.com](mailto:jessica@aaimedicine.com)>. If necessary, accompanying materials such as photographs may be mailed to **Editor, AAIM, 2750 E. Sunshine, Springfield MO 65804**.

Once received, a manuscript will be reviewed to ensure it meets the submission guidelines. It will then be sent for peer-review to members of an editorial board with expertise in the author's field. The reviewers may accept the article as-is, require changes before acceptance, or reject the paper. AAIM will pass on reviewer comments to the author.

**Important Exclusivity Note:** By submitting a manuscript to *the Journal of the American Association of Integrative Medicine (JAAIM)*, an author certifies that the material has not been and will not be submitted to any other publication prior to its appearance in *JAAIM*.