



FOCUS AUTHOR GUIDELINES

Introduction

Focus, Faith and Practice: A Christian Medical and Dental Association of Canada Publication, is published three times a year and distributed to members of CMDA Canada 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 we strive for publishing quality material with integrity. Each issue typically follows a particular theme. We welcome all submissions for consideration.

Types of articles

- Letters to the editor: comments on previous issues or recent CMDA Canada events.
- Feature articles: these are typically written by invited authors with expertise related to the theme of the issue; however, unsolicited submissions are welcome.
- CMDA Canada community: reports on events or personal experience stories. For example, reflections on clinical practice, community service, or mission experience.
- Creative writing: prose and poetry, preferably related to the integration of Christian faith and practice.

Submission process

- Send to office@cmdacanada.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 CMDA Canada for 30 years).
- You will be notified of acceptance of your article or if any revisions are required.
- The editor will inform you of any recommended changes.

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

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

Gn Genesis	Mac Maccabees
Bar Baruch	Jdt Judith
Ex Exodus	Wis Wisdom of Solomon
Lv Leviticus	Sg Song of Solomon, or Canticles
Nm Numbers	Isa Isaiah
Dt Deuteronomy	Jer Jeremiah
Jo Joshua	Lam Lamentations
Jgs Judges	Ez Ezekiel
Ru Ruth	Dan Daniel
Sm Samuel	Hos Hosea
Kgs Kings	Jl Joel
Chr Chronicles	Amos or Am Amos
Ezr Ezra	Ob Obadiah
Neh Nehemiah	Jon Jonah
Est Esther	Mi Micah
Jb Job	Na Nahum
Ps Psalms	Hb Habakkuk
Prv Proverbs	Zep Zephaniah
Eccl (or Qoh) Ecclesiastes (or Qoheleth)	Hg Haggai
Tob Tobit	Zec Zechariah
NT New Testament Matt Matthew	Mal Malachi
Mk Mark	1–2 Thes 1–2 Thessalonians
Lk Luke	1–2 Tim 1–2 Timothy
Jn John	Ti Titus
Acts Acts	Phlm Philemon
Rom Romans	Heb Hebrews
Cor Corinthians	Jas James
Gal Galatians	1–2 Pt 1–2 Peter
Eph Ephesians	1–2–3 John 1–2–3 John
Phil Philippians	Jude Jude
Col Colossians	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.