Worcester Medicine is the official publication of the Worcester District Medical Society

Editorial Guidelines

Theme Article Word Count:	750-1000
Feature Article Word Count:	350-500
i.e., *As I See It, Archives, Book Review, Legal, and Curator Column*	
Editorial Word Count:	750-1000
In Memoriam	350-500
Letter to the Editor Word Count:	350-500

Submission: Electronic

Please email all final submissions to: MWright@wdms.org

General Guidelines:

Please submit articles in a Word document with basic format. It is critical to check the spelling and accuracy of all medical terms as the copy editor may not have a medical background. Our copy editor follows the guidelines of the Associated Press Style Book. Please be aware of the following formatting guidelines while writing your contribution:

- **Word count is extremely important and should not exceed the limits noted above or the article may be returned to editing.**
- Sentences should be separated by single spaces, not double.
- Place periods between a.m. and p.m. when referencing a time.
- Titles are only capitalized when they precede a person's name.
- All photos included in the article are subject to copyright laws.
- If submitting a previously published article, the author must submit the publication site and approval that the article can be re-published, with no edits.
- Video links need to be stored in the WDMS YouTube account.

Personal Details:

- Only your name should be listed at the beginning of your article including your credentials, i.e., John Smith, MD, RN.
- Byline: Your full byline should be at the end of the article with academic title(s) and affiliations as well as your contact information. For example, Emily Ferrara, MD at the beginning of the article and Emily Ferrara, MD, Assistant Professor of Family Medicine and Community Health, Director, grants, and special projects in the UMass Chan Medical School's Office of Medical Education. Email: e.ferrara@umassmed.edu.
- Headshot: Please include a professional headshot to accompany your article.

General guidelines for citations/references:

- References should follow the APA formatting guidelines.
- Numbers following a citation in the body of the document should be enumerated as follows with square brackets: [1]. The references should then be listed at the end of the article.
- Citation numbers should appear in sequential order.
- There is no limit to the number of references in the article; all references will be accessible through a QR code from the TOC. We will create this.
- The editor and the copy editor, in conjunction with Worcester District Medical Society staff, write all headlines and photo captions for Worcester Medicine due to style and space considerations.

Artificial Intelligence (AI) Policy:

Authors are required to disclose (in writing) any use of artificial intelligence (AI) in the preparation of submitted material, including assistance with writing, formatting, or image and/or reference generation. While some authors may deploy AI tools for structuring and editing articles, we strongly discourage their use in the creative or conceptual development of the piece. Authors remain solely responsible for ensuring the accuracy, originality, and integrity of their work. AI-generated content must be reviewed carefully to avoid factual errors, fabricated citations, or inappropriate attributions. In particular, authors should verify that all cited references are accurate, relevant, and actually used in the article. AI cannot be credited as an author, nor should it be cited as a primary source.

Worcester Medicine will edit all articles to make certain they are consistent with standard formatting and are easy to read. The copy editor may make changes to articles, especially in situations where articles are considered overly wordy, where a sense of editorial flow is missing or when the writer has exceeded the allotted word limit. Worcester Medicine reserves the right not to publish an article.

The Editorial Board of Worcester Medicine very much appreciates your contribution.

Checklist:

Double check Word Count
References in APA style
AI disclaimer, *was AI used at all?*
Provide the article Title, your Byline w/ email and credentials
Headshot (optional)
Preferred mailing address if you'd like a print copy once it's available.

Revised 4/3/2026