

Editorial Guidelines

CONTENT:

1. Content submitted to Vital Signs should represent and advocate on matters pertinent to medical staff and patient care at the zone and provincial levels, such as:
 - Quality and safe patient care
 - Service planning and delivery
 - Practitioner workforce planning
 - Inter-disciplinary patient care
 - Workplace and wellness
 - Medical Staff bylaws and rules
2. Content submitted should be original and is published at the discretion of the Editorial Committee. Content should reflect the goals of the ZMSAs and be respectful and constructive.
3. Content with commercial interests will only be accepted as paid advertisements. The following may be submitted for possible inclusion as paid advertising in Vital Signs:
 - Third-party sales/product and promotional offers
 - Private/for-profit conferences or seminars
 - Job ads
 - Want ads
4. Full Disclosure of Interests
An author's (or an immediate family member) economic and commercial interests in products or services used or discussed in their articles must be noted. Please see following page for further instruction.

FORMATTING:

1. Articles submitted should be no more than 1000 words in length and in MS Word format with sources cited and trademarks and copyrights honoured.
2. Please observe writing conventions:
 - Be brief, but engaging. Limit unnecessary words and adopt plain language where possible.
 - Use action words and make it clear how this information will directly benefit the reader.
3. Graphics are welcome. Please provide logos in .eps format if available; jpegs should be at least 300 x 300 to allow for cropping. Images should be supplied at 300dpi at original size. Stock photos may be provided at the discretion of the managing editor.
4. Articles are approved and may be edited by the Editorial Committee prior to being published.

Please send submissions and inquiries to: Hellmut Regehr,
Vital Signs Managing Editor at hregehr@studiospindrift.com

Full Disclosure of Interests

THIS SECTION TO BE COMPLETED BY AUTHOR(S):

Issue _____

Article Title _____

Author _____

Professional communications are presumed to be based on objective interpretations and opinions. An author's economic and commercial interests in products or services used or discussed in their articles may color such objectivity. Although such relationships do not necessarily constitute a conflict of interest, the integrity of Vital Signs requires disclosure of the possibilities of such potentially distorting influences where they may exist. The reader may then judge and, if necessary, make allowance for the impact of the bias on the information being presented.

In general, the safest and most open course of action is to disclose activities and relationships that, if known to others, might be viewed as a conflict of interest, even if you do not believe that any conflict or bias exists.

Whether an interest is "significant" will depend on individual circumstances and cannot be defined by a dollar amount. Participation on a board of directors or any other relationships with an entity or person that is in some way part of the article should also be carefully considered for possible disclosure.

In addition to disclosure of possible sources of positive bias, authors should also carefully consider disclosure where circumstances could suggest bias against a product, service, facility, or person. For example, having a copyright or financial interest in a competing product or service might be seen as a possible source of negative bias against competitors.

Please check one line only:

I have read the above policy on full disclosure, and I declare that:

_____ Neither I nor any immediate family member have any financial arrangement or affiliation with any product or service used or discussed in my article, nor any potential bias against another product or service.

_____ I (or an immediate family member) have a financial interest or affiliation with the following products or services used or discussed in my article.

Name of product or service and nature of relationship:

Please send submissions and inquiries to: Hellmut Regehr,
Vital Signs Managing Editor at hregehr@studiospindrift.com