



The Society of Homeopaths
representing professional homeopaths

The Homeopath
The journal of The Society of Homeopaths
www.homeopathy-soh.org Telephone 01604 817890

Contributors' guidelines

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Introduction

These guidelines are intended for potential contributors to *The Homeopath*. The magazine combines both news items and features. If you wish to contribute to either area, the guidelines below are intended as a first step in this process. Any further information can be sought from either the editor or Pamela Stevens at the Society office.

News

The journal incorporates news items and features. News items are usually about the Society, but any items or projects you are involved with in the world of homeopathy, which you think readers and colleagues will like to know about, are welcomed. Other areas of interest could include homeopathy education matters or possibly important meetings you have attended. These items are necessarily shorter than features and so you should write as concisely as possible. Editorial changes will often happen. Make sure the core of your message is given and send any pictures or diagrams as needed.

Contributions

If you have an item for the news area, it should be submitted in the same way as features to either the editor or the Society office. We also have an online Newsletter so keep us informed about your items. Generally, the quarterly news will be about current Society matters such as conferences, CPD, regulation, political developments etc. Any decisions on these are made by consultation with an editorial group and will be included or not at our discretion.

Style

News style pieces are much more immediate and concise. If you do want to submit, please be brief, accurate, up to date, punchy and relevant. Aim for maximum impact in minimum space. The guidelines for book review writing are useful here. Write in plain English, avoiding clichés and hyperbole and think of who your audience is. Consider what message you wish to convey and put it over succinctly at the outset. Back it up with evidence and use images. Give quotations where needed. As always, the editor is available for consultation.

Length

Brevity is the key but if you have a project to present, then we can publish up to a page. This will be about 1000 words. Pictures will reduce this. Any length below this is considered, as we can fit small items into available space during production.

Features

You do not have to invent a new methodology, or conduct a proving, or be involved in

pioneering research to be published. Although *The Homeopath* welcomes work of that nature, it is also important for practitioners to share the wealth of their experience from daily practice and ongoing professional development.

These can be original insights, applicable to the clinical practice of homeopathy: Cases, practical clinical experiences and observations, philosophical articles, new insights into materia medica, new provings and generally any article that readers will be able to usefully apply to their day-to-day practice, are all potentially suitable material for publication. The main question to bear in mind is: Am I telling the reader something useful or inspiring, and well researched, that they haven't read about before? For example, simply re-jigging existing texts and materia medica is rarely enough to constitute an original piece, unless relating to a previously unexplored area of study. The journal seeks to publish the results of your original work and insights - whether from practice or other areas of continuing professional development.

The journal is not themed but we do allow for articles on a particular area to be gathered together as appropriate. From time to time we may have special areas of interest and these will be notified in advance by e-bulletins or similar. If there are areas of interest you wish to suggest, please contact the editor.

Length

Please do not send in a 100-page thesis or a 20 page proving and expect it to be published in full. Try to think in article lengths when you have a huge work. It will need to be edited. References or links to the full work can be included. Also, please do not expect that your article will remain totally unedited. Editing will be done sensitively but thoroughly. The more you consider your style, clarity, and length before submitting an article, the less it will need editing. A two-page article in journal space is approximately 1800-2000 words. Some articles will be 3 - 4 pages of journal space, others will be shorter. Please provide illustrations or images if possible. We require at least one for a two-page article, two or three for a 4 page article.

As a general rule we are happy to accept articles of 1000, 2000, 3000 or 4000 words. We want to have a spread of article lengths, to provide variety of pace and visual appeal. This does not preclude longer pieces as some subjects deserve deeper discussion.

Who decides?

Initially the editor will read your work and acknowledge its receipt. The second stage is that the editorial team will also review the paper before a final decision is made about publication. If you wish to amend or withdraw your article after reading these guidelines, and before your article is sent to the editorial team, please inform me as soon as possible, or within a maximum of two weeks.

If you think you have a promising article, but feel you need feedback or help before you are willing to present your work, I hope to be able to offer advice. We are always willing to support new contributors with good material and potential.

When will you know the decision?

After the editorial board and editor have reviewed your paper, we will contact you as soon as possible. However, please allow up to six weeks for a final decision, as at certain times we need to prioritise production of the pending issue, and may also need to allow appropriate time for discussions to take place over new papers submitted.

Feedback

You may be informed that your article has been accepted as it stands, or that

it has been accepted but needs modifications prior to publication, or that it has not been considered suitable for publication. If accepted on condition of modifications, you may be asked to supply additional information or re-write certain parts of it, as it is prepared for final publication. This is a collaborative process between writer and editor. We regret that due to time constraints we are unable to provide detailed feedback on articles not accepted for publication.

Detailed checklist

Clarity and Accuracy: Explain yourself clearly. Open your article stating its aims and rationale. Do not ask your readers to take things on faith. Always provide footnotes and references and/or a bibliography.

Style: Think about the style. For example, if you are submitting a paper that was originally a speech (for homeopaths or non-homeopaths), or a college essay: does it really work as an article in which you are presenting information to your peers? The likelihood is: probably not. It will need rewriting and/or reshaping. Read back issues of *The Homeopath* and similar publications, and find articles you enjoyed reading, then study the style. Think about what makes those articles work and how you can incorporate those elements into your own style.

Title and abstract: Titles should be no longer than 40 characters, including any spaces or punctuation. Try to create an attractive title. Please supply an introductory abstract which explains in two or three sentences, the content and purpose of your article. The editor reserves the right to amend titles and introductions.

Your contact information: Include your full name, telephone number and email in the body of the text, if attached, not just the email. You also need to submit approximately two sentences about yourself. This might include your qualifications, areas of interest, and other relevant details. It should include your email unless you specifically disagree to having it published (please state this clearly when submitting an article). We will need your email address in any case. Please supply a recent picture of yourself, preferably as a JPEG image.

Previously published? Has your article been published in the UK or anywhere else before? Have you submitted it to anyone else? Please provide details when submitting an article. The aim is to publish original material that has not previously been published elsewhere.

Format: Keep the formatting of the page as simple as possible, without too many indents or other emphases (bold or italic) except where strictly necessary or according to sources quoted, such as repertory. House style will be applied to your article in the design process, so any complex formatting you include may be a waste of your time.

Style notes: feel free to use your own general writing 'style' but please remember that you are submitting to a professional journal, so articles should not be too casual in style. Specific style notes are as follows:

- Homeopathy is always spelt homeopathy, not with an extra 'o' (unless in a book title for example)
- Remedy names to be in full e.g. *Natrum muriaticum* (2nd word lower case), and italicised, unless in a repertory list when *Complete* or *Synthesis* abbreviations are to be used, for example, from the Complete: Mind; AILMENTS from; anger, vexation; anxiety, with (31) Acon., alum., arg-n., Ars., aur., bell., bry., calc., cham., cocc., coff., cupr., Gels., hyos., Ign., lyc., nat-c., nat-m., Nux-v., op., petr., phos., plat., puls., rhus-t., samb., sep., stann., stram., sulph., verat.
- When reproducing rubrics, please follow the guide (upper case, lower case, and italics

etc.) of the repertory you are using and state your source.

References or quotations: Please do not quote other authors at great length. Two hundred words is the maximum number of consecutive words you may legally quote from another author's text, for copyright reasons, but it is preferable that you use brief quotations and that the article is composed largely of your own original thinking. If you are heavily or repeatedly quoting another homeopathic author, please seek their approval as a matter of courtesy, and in any case, always acknowledge their work in your references. Always provide full references (numbered endnotes please) to the texts you use as your sources. References should have the title of the book, author(s) and publisher, as well as publication date and country, and follow this style below:

Books: [author with surname first then initial or first name; date of publication in brackets, title italicised; publisher and place of publication, page number or numbers, using p. for single page and pp. for more than one page. Note if you are citing a specific quotation or piece of evidence, the specific page reference must be provided.]

Websites: [author, their email if known, title of article in inverted commas, web page address, date of last update if known]

Journal articles: [author with first name or initial first; title inside inverted commas, title of journal italicised; journal volume number, year of publication in brackets; page reference as for books.]

Checking your spelling: make sure your word processing application language and spell check options are set to UK English, not American.

Cases

You must have the patient's written and signed permission to publish the case. A form is available from the Society office. Please protect your patient's identity. We should not be informed of their name, address or telephone number or any other information that could identify them. Cases should state the gender, age and an indication of the occupation of the person and have at least 2 follow ups, over a period of months. The main aims are: be as concise as possible and as clear as possible. Be clear in explaining your processes of case analysis and remedy selection. Provide details of the consultations, timescales or dates, remedy name, potency and posology, as well as remedy reactions. The patient's words are, as always, extremely important.

If you wish to include repertory graphics, please send them separately, labelled as figure 1, 2, 3 etc. and indicate in the text where the figures should be placed. E.g. see figure 1.

Pictures

Pictures can usually only be reproduced in black and white unless they appear on the cover. They need to be 300dpi TIFF or JPG files and scanned at a size that is adequate for the size they will be reproduced. Average size for a small image 3-4 MB. For more info, contact the editor or the Society office. Regarding pictures, do you know who owns copyright? You cannot take pictures from the Internet or elsewhere and send them for publication unless you have cleared copyright on the image. We can be sued if you do this, and we will not accept images unless we know the origin. Also, pictures online are usually unsuitable in size for magazine publication.

Book reviews

If you would like review books, please let the editor know your areas of expertise and interest. Book reviews should be well informed, balanced, useful to prospective readers/book buyers, and avoid unnecessary personal criticism of the writer. If you wish to criticise, back up your comments with examples, and try to make it constructive.

Think about including:

- an optional introduction
- what the book is about

- its qualities and faults
- how it compares with other books in the field
- the level and type of potential readership
- the status and other information about the author
- Ask for help if you feel you need it

Always include the following details with book reviews:

Author, Title, Publisher & country, year, soft/hard, # pages, £Price ISBN.

Letters

The letters page is a place for feedback, observations and lively debate, but not personal arguments. See notes on book reviews above. The right to reply in the same issue will be offered where an individual or group's work comes under direct professional criticism in the letters pages. Succinct letters are preferable.

Conflict of interest

Please declare your business or personal interests when submitting articles. If you are writing about a book, software, seminars or any other product or business related interest with which you are concerned and/or profit from directly or indirectly, you must declare this at the time you submit the article.

Sending: Please send your article by Microsoft Word attachment, or on a disc, or CD, or if you are a Mac user which you cannot send as a Word document, please send in pages as an attachment. Please do not just send your article on paper, as we do not have the resources to type it for you.

Thank you for reading this document and I look forward to receiving your contribution.

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