

Family Practice Management Editorial Mission & Policies

Family Practice Management is an editorially independent, peer-reviewed journal published by the American Academy of Family Physicians. It is one of a suite of products and services offered by the AAFP to enhance members' abilities to fulfill their practice and career goals.

FPM Editorial Mission

The mission of *Family Practice Management* is to give family physicians the tools and information they need to build rewarding practices and improve patient care.

Objectives

1. To help family physicians enhance their skills in all aspects of practice except for the strictly clinical, especially the following:
 - Providing high-quality, patient-centered care
 - Computerizing practice and maximizing the usefulness of information technology
 - Leading team-based systems of care
 - Diagnosis and procedure coding
 - Career and practice development
 - Working with health plans
 - Navigating developments in Medicare and other federal health care programs
 - Balancing the demands of professional and personal life
2. To move family physicians to action by publishing articles and tools that are immediately useful.
3. To support family physicians' lifelong learning by offering CME for *FPM* journal content.
4. To advance family medicine by inspiring and equipping family physicians to succeed in practice today.
5. To be constructive, inclusive, optimistic, and solution-focused while acknowledging the economic and administrative challenges of practice.
6. To serve all family physicians regardless of practice setting, practice size, or employment status.
7. To maintain editorial excellence and family physicians' trust by dedicating ourselves to the journalistic principles of accuracy, fairness, and balance and keeping family physicians' needs in constant focus.

Editorial Practices and Policies

The *FPM* mission and objectives apply to all *FPM*-branded content. The editorial practices and policies below are primarily relevant to *FPM* journal content. Important differences related to *FPM* blogs and social media content are described in “Blogs and Social Media,” below.

Editorial Team

The *FPM* editorial team is led by a Medical Editor, a family physician who is independently contracted with the American Academy of Family Physicians, and an Executive Editor, a medical publishing professional who is employed by the AAFP. The Medical Editor’s primary responsibility is to make final decisions regarding the acceptance of peer-reviewed articles. The Executive Editor’s primary responsibility is to ensure the quality of *FPM* content and editorial processes. The Medical Editor and a professional editorial staff led by the Executive Editor work together to implement a content plan developed annually in collaboration with the *FPM* Editorial Advisory Board. Contributing Editors are authors who contribute regularly to *FPM* and whose work the editors judge of sufficient quality to merit the distinction.

Editorial Advisory Board

The *FPM* Editorial Advisory Board is an independent advisory board made up of family physicians and subject matter experts who assist the editors in keeping *FPM* true to its mission and responsive to the needs of its readers. The Medical Editor manages the Editorial Advisory Board and directs its activities, which include participating in the development of a content plan, reviewing manuscripts that enter *FPM*’s peer review process, making recommendations to the Medical Editor regarding disposition of the manuscripts they review, and helping the editors make accepted manuscripts as useful as possible to readers.

Peer Review

FPM maintains a peer-review process to evaluate manuscripts for relevance, accuracy, importance, usefulness, interest, clarity, and authoritativeness. All feature articles and editorials considered for the Opinion department are reviewed by at least four family physicians, including members of *FPM*’s Editorial Advisory Board, and subject matter experts such as health care attorneys, professional coders, and practice management consultants.

***FPM* and the American Academy of Family Physicians**

The *FPM* Medical Editor, Executive Editor, and editorial team operate with editorial independence and are fully responsible for *FPM*’s content. The editors confer on important editorial matters with the *FPM* Publisher, but neither the *FPM* Publisher nor the American Academy of Family Physicians as the sponsoring organization has authority over *FPM* content. *FPM* and AAFP advertising policies ensure that editorial content is never influenced by commercial interest.

Because the AAFP employs sought-after subject matter experts whose work is

pertinent to *FPM*'s editorial focus, *FPM* editors often collaborate with these staff to develop content in the same way that a non-AAFP publication might do. AAFP staff in the Center for Health Information Technology, the Center for Quality, the Center for Health Care Financing and Delivery Systems, and the AAFP National Research Network, as well as staff of the AAFP subsidiary TransformMED may serve as authors, contributing editors, and reviewers.

Decisions about whether to highlight AAFP product or service offerings in *FPM* editorial content are made using the same criterion as those for non-AAFP products and services. A product or service is mentioned if, in the judgment of the editor and the author, it will make the article more useful to the reader. Information about AAFP products or services is often presented along with information about products and services from other sources.

Editorials, Commentary, and Letters to the Editor

FPM publishes opinion and commentary to help family physicians understand the health care environment, thereby aiding them in making practical decisions about their practice – not simply to provide a forum for expression. The opinions presented in *FPM* reflect the views of the authors, not those of *FPM* or the American Academy of Family Physicians, unless so stated. To clearly distinguish it from other *FPM* journal content, editorial opinion is expressed only in the Opinion and Letters departments. *FPM* welcomes submissions for both departments. Editorials considered for the Opinion department are peer-reviewed. Editorials may be paired to provide pro-con perspective on selected topics. Readers are encouraged to share their views on editorials and all other *FPM* content by submitting letters to the editor. All letters sent to the editors of *FPM* are presumed to be intended for publication unless otherwise specified in the text of the letter. Submission of a letter constitutes transfer of copyright to the AAFP.

Blogs and Social Media

Furthering *FPM*'s editorial mission and objectives, *FPM* blogs serve readers with additional content beyond the journal's regular publishing frequency. Blog posts may represent practical tips, how-to-advice, analysis, news, or commentary. Blog posts are not peer-reviewed; however, prior to publication, each blog post is reviewed by an *FPM* editor for appropriateness and edited by for accuracy, grammar, and style. The opinions presented in *FPM* blogs reflect the views of the authors, not those of *FPM* or the American Academy of Family Physicians, unless so stated.

We use social media channels to direct readers to *FPM* and other content that we believe they will find useful (see "FPMJournal" on Facebook and Twitter). *FPM*'s social media presence, including content selection, linking, writing, and posting, is independently managed by an *FPM* editor and is not peer-reviewed.

In all channels, comments from readers are strongly encouraged.

Authorship

Every person listed as an author of an *FPM* article must have played a meaningful role in its development. Prior to acceptance, authors must complete an Author Statement and Copyright Assignment Form that requires attestation to the following statement: "I have participated sufficiently in the development of the content and form of this work and the writing of the manuscript to take public responsibility for it. I represent and warrant that my contribution is original and that I am the sole owner of that contribution."

Conflict of Interest

FPM is committed to publishing high-quality editorial content that is free of bias resulting from commercial and organizational influence and personal self-interest. All *FPM* authors, editors, reviewers, and Editorial Advisory Board members, as well as *FPM* staff members, disclose relevant financial affiliations before their role in developing editorial content is confirmed. Disclosure documents are reviewed for potential conflicts of interest. If a conflict of interest is identified, it is resolved before the author or editor's role in developing editorial content is confirmed. Only those authors and editors who have no conflicts of interest or whose conflicts have been successfully resolved are involved with *FPM*. We publish a disclosure statement with each article, and we inform readers of any financial relationship likely to produce bias regarding the content of the article. *FPM* does not accept content that is commercially supported, either directly or indirectly, by pharmaceutical companies, public relations firms, or other commercial entities.

Indexing

FPM is indexed in MEDLINE, PubMed, and Cumulative Index to Nursing & Allied Health Literature.

Copyright and Permission

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Corrections

Corrections are published in the Letters department. *FPM* editors correct the article published on the *FPM* website and include a note to readers to explain that a correction has been made.

Impact Factor

FPM does not calculate or publish an impact factor (the frequency with which the average article in the journal has been cited in a particular period). The impact factor is not a relevant metric for a journal like *FPM* that does not publish medical research.

Supplements

FPM publishes two kinds of supplements:

- *Editorial supplements* must be in harmony with the journal's editorial mission and objectives and must undergo the editorial and peer review process. We do not accept editorial supplements that are funded by any organization that has a financial interest in the content.
- *Organizational supplements* are produced by the American Academy of Family Physicians, our publisher, on informational topics determined by the organization. The content is developed by the AAFP without *FPM* editorial oversight and is visually distinct from *FPM* editorial content.

Advertising

FPM publishes display, classified, and online advertising judged to be in harmony with the purpose of the journal. Acceptance does not constitute endorsement by *FPM* or the American Academy of Family Physicians. *FPM* adheres to the advertising policies of the American Academy of Family Physicians, the Council of Medical Specialty Societies, the Accreditation Council for Continuing Medical Education, the World Association of Medical Editors, and the International Committee of Medical Journal Editors. To ensure that editorial content is not influenced in any way by advertisers or advertising considerations, no issue, article, or department is supported by an individual advertiser or by grant funding. Instead, the publication as a whole is supported by the pooled income from multiple advertisements. Detailed requirements for advertising acceptance are published in the *FPM* Display Advertising Rate Card (see <http://www.aafp.org/online/en/home/publications/journals/adinfo.html>).

FPM Products

FPM editors are involved in the development of any publication or product that uses the logo or the name of *FPM*. Their approval of the final product must be obtained prior to publication.

Ethical Guidelines

FPM is neither a traditional medical journal nor a traditional business magazine; it has characteristics of both. *FPM* and the American Academy of Family Physicians, as *FPM*'s publisher, follow widely accepted ethical guidelines for both business journals and medical journals (where the latter guidelines are relevant). *FPM*'s editorial policies described in this document have been largely informed by The World Association of Medical Editors policy statements (<http://wame.org/resources/policies>), including: "Definition of a Peer-Reviewed Journal," "Authorship," "The Responsibilities of Medical Editors" and "The Relationship Between Journal Editors-in-Chief and Owners."

FPM also adheres to the American Society of Business Publication Editors "Guide to Preferred Editorial Practices," including its "Guidelines for Association Editors" (<http://www.asbpe.org/guide-to-preferred-editorial-practices>).

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