## **Stethos Submission Guidelines**

Please send submissions using our <u>online form</u>. (Please note that the Google form is not accessible from Cleveland Clinic computers because of the cybersecurity risk. Access the form via a non-Cleveland Clinic computer.)

- Up to four submissions per author; please send each submission on a separate form
- Articles should be fewer than 2,000 words, submitted in Microsoft Word
- Poems should be fewer than 75 lines, submitted in Microsoft Word
- Submit all photographs and artwork as a JPEG file (we will contact you later for high quality file format)
- All photographs and artwork must include a caption

Please save the submission/illustration as the title (or abbreviated title) followed by the author's last name.

• For example, for the article, "Generic" by Dr. Jones, save as Generic\_Jones.doc

For questions or issues regarding submissions, please contact the editors at <u>cclcmhumanities@gmail.com</u>.

## **Review process**

All submissions will be peer reviewed by a student-run editorial board, consisting of co-editors and two editors-in-chief. The editorial board will review contributions for originality, style and content.

## **Patient consent/confidentiality**

Our confidentiality policy is based on the Health Insurance Portability and Accountability Act of 1996 (HIPAA). <u>Please refer to this document</u> for questions about patient confidentiality. As a rule, authors/artists should protect the confidentiality of all people whose personal details may be revealed without their consent.