



**IMGA, International Medical Geology Association**

## **Policy Book**

### **General text**

The International Medical Geology Association Policy Book contains a record of decisions made by the IMGA Executive Board that has broad, long-lasting effects on the Association. The Policy Book will be continuously updated and should be recognized as a complement to the Constitution and Bylaws.

### **Contents**

- 1. Committees of IMGA**
- 2. Advisors**
- 3. Membership and dues**
- 4. Medical Geology Chapters and Regional Divisions**
- 5. Awards of IMGA**
- 6. Short courses**
- 7. Code of Practice for Symposia**
- 8. Medical Geology Newsletter Policy**

**The Secretary, or a designated substitute, shall keep minutes of all meetings and distribute them to the Officers following the meeting. The Secretary shall maintain a record of all minutes. Discussions affecting immediate issues shall be recorded in the minutes. Discussions that may have broader, long-lasting effects on the Association shall be entered into the Policy Book. The Secretary shall maintain the Policy Book organized by subject matter. A current version of the Policy Book should be posted on the Association web site.**

## 1. Committees of IMG A

POLICY ADAPTED December 20, 2011

<b>IMG A has several Standing Committees which have certain duties and report to the council.</b>	<b>Major goals</b>
Bylaws Committee	To administer proposed changes in constitution and bylaws of IMG A
Education Committee	To compile lists of opportunities in Medical Geology education worldwide
Student Committee	How could the IMG A continue to encourage and support students who are interested in learning about medical geology or becoming medical geologists. Also charged with providing information on medical geology student activities, graduations and short accounts of work, for the newsletter,
Funding Committee	IMG A needs money for our activities and to support members and Divisions and Chapters. How shall we proceed in getting more funding?
Awards committee	To identify those who will be nominated for IMG A awards.
Conference committee	To handle applications for conferences
Nomination Committee	To nominate chairmen and councillors
Publication committee	To identify and bring in contributions to the bi-annual newsletter and to the website
<b><u>Ad hoc committees</u></b>	
Outreach committee	To identify outreach, opportunities and contacts
Membership committee	To increase the number of members and be a link between members and the council

## **2. Advisors**

POLICY ADAPTED December 20, 2011

### **BOARD OF ADVISORS**

The officers of the IMGA may appoint a Board of Advisers. The Board shall consist of three or more members from any discipline or organization relevant to medical geology. One person shall be designated as Chair. Members of the Board of Advisers shall serve for a term of three years and will not receive any monetary compensation for their services. The mandate of the Board will be to review the activities of the IMGA and recommend ways in which the management of the Association can continue to grow the IMGA through improving their performance, expanding IMGA's sphere of influence, obtaining financial support, etc.

The IMGA will provide to the Board of Advisers the Annual Report and a semi-annual interim report. The Board of Advisers may at any time request additional information. Following receipt of the Annual Report the Board of Advisers will submit to the Officers a report evaluating the performance of the IMGA with brief justifications for their decisions and any non-binding recommendations for improvement. The IMGA Secretary will transmit this report to the membership with or without a response from the Officers.

### **SENIOR ADVISER**

A Senior Adviser is a respected member of the IMGA community whose opinions are valued by the Executive Board. The Senior Adviser is entitled to participate in Executive Board meetings and to receive Executive Board communications. The Senior Adviser is encouraged to voice opinions on matters before the Executive Board but has no binding vote. The Board may assign the Senior Adviser a task in support of IMGA activities. The Senior Adviser serves at the discretion of the Board.

### **3. MEMBERSHIP AND DUES**

POLICY ADAPTED December 20, 2011

#### **HONORARY MEMBERS**

The IMGGA council can decide on **Honorary Members**. These are members who have been of significant importance to IMGGA and medical geology. The honorary members will be members of IMGGA but do not pay any dues.

#### **DUES FOR MEMBERS (EURO)**

##### **Individuals:**

<b>Professional membership</b>	40
<b>Full time students</b>	20

##### **Exceptions for members in Africa:**

<b>Professional membership:</b>	20
<b>Fulltime students:</b>	10

##### **Corporate members and associations:**

<b>Nonprofit organisations</b>	200
<b>Commercial profit organisations</b>	500
<b>International societies</b>	200
<b>National societies</b>	100
<b>Governments, Foreign departments, embassies etc</b>	1000

**Members paying for four (4) years in advance receive the fifth (5th) year of membership free.**

**If you are a student, professor, or scientists from a developing country and are pursuing studies (or**

**conducting research) in a developed country, you should pay dues from your place of origin. On the other hand, if you are originally from a developing country but are a permanent resident working in a developed country you should pay dues applicable to that developed country.**

All dues are payable by January 1. The system of calendar year is always applicable. Dues should be paid not later than March.

Anyone who has not paid dues by May 1 and has received two reminders, will be informed that they have been dropped from the membership rolls and all membership privileges are suspended.

If new members join in the fourth quarter (October, November, December) their dues would also cover the subsequent year.

Whoever joins at the annual meeting (as long as it is in the second half of the year) will be considered a member for the remainder of the year and for the next calendar year.

## **Benefits for members**

- **the IMGGA newsletter twice a year with papers, articles, book reviews, accounts of conferences & workshops, etc., upcoming meetings, and interesting short pieces of news and information.**
- **reduced fees to attend conferences organised by IMGGA, such as the biannual international conferences on Medical Geology**
- **discounts on certain books in medical geology**
- **The GeoHealth Newsletter, issued twice a year, provides information on USGS products and activities related to human health.**
- **The extensive international network of IMGGA**
- **Access to the members restricted website with information on meetings, job opportunities, papers and many other matters.**

## **IMGGA Chapter Dues**

- **Chapter member dues shall be paid directly to IMGGA using one of the payment methods available on IMGGA website at <http://www.medicalgeology.org>. Should there be difficulty in transmitting the funds, the Chapter, with Association approval, shall designate an officer to act as a treasurer and hold the funds until such time as it is convenient to transfer them to the Association. The Chapter shall provide the Association Chapters Advisor with biannual reports providing an accounting of the names of members and funds being held for the Association.**

- Chapter members shall pay dues in full. All dues are payable by January 1<sup>st</sup> of each year
- The Association will reserve 25 percent of the dues paid by each Chapter member for use by the Chapter on Board approved activities.
- Chapters may request additional financial support for special medical geology activities.

#### 4. **Medical Geology Chapters and Regional Divisions**

POLICY ADAPTED December 20, 2011

The Chapters and Divisions shall pledge to abide by the Constitution and By-Laws of the International Medical Geology Association.

1. International Medical Geology Chapters and Regional Divisions (Divisions) shall be formed to encourage broad participation in medical geology research, training and education, and to disseminate medical geology information in their respective regions.
2. Chapters are one country while Regional Divisions are more than one country in a defined region.
3. Chapters and Divisions may organize scientific and educational meetings when and where necessary, that may consist of activities that provide for effective exchange of plans, information, analyses results, ideas, and other activities among its professional and student members; activities that are designed to increase the public's awareness and appreciation of Medical Geology.
4. The International Medical Geology Association (The Association) shall strive to support and encourage the Chapters and Divisions.
5. The Chapters and Divisions shall conform to standard geographic boundaries as determined by the Association (Chapters one country; Divisions more than one country).
6. The Chapters and Divisions shall cooperate with other organizations operating in the field of Medical Geology, exchange information with the public, other scientists, individuals, decision-makers and organizations, act as an information resource centre in the field of Medical Geology, promote communication among members on matters of common interest and importance, establish regional research priorities in the field on the basis of current and future needs and disseminate information, ideas, and other activities to its members in their respective regions
7. The Chapters and Divisions shall be open for membership to any persons interested in Medical Geology living in the region or to any organization chartered in the region.
8. The Chapters and Divisions shall be run in a democratic manner having elections for Officers at regular intervals. It is desirable that the Officers shall reflect the geographic, gender, ethnic, and disciplinary diversity of the Division's membership.

##### *Membership*

1. Types of Membership may be Individual or Institutional

2. Active members shall consist of individuals who are up-to-date with their dues or accepted commitments.
3. The Chapters and Divisions shall be open for membership to any persons in Medical Geology living in the region or to any organization chartered in the region.
4. Institutional members shall pay dues as determined by the Executive Committee of IMGGA.
5. A request to the Association to form a Chapter shall be signed by at least five (5) full members in good standing of the Association and shall be submitted to the Executive Committee of IMGGA. A majority vote by the Executive Committee of IMGGA is required for recognition.
6. A request to the Association to form a Regional Division shall be signed by at least ten (10) full members in good standing of the Association and shall be submitted to the Executive Committee of IMGGA. For regions containing less than five countries, the signers must be from at least two countries within the region. For regions containing more than five (5) countries, the signers must be from one third (1/3) of the countries represented in the Association membership. A majority vote by the Executive Committee of IMGGA is required for recognition.

#### *Dues*

1. The Chapters and Divisions shall abide by the dues structure approved by the Association.
2. Members shall be considered as full members of the Association and shall enjoy all benefits that accrue with Association membership.
3. Funds generated by dues, donations, or other means under the auspices of the Chapter and Division shall be used only for the promotion of Medical Geology within the region, unless otherwise agreed to by the Executive Committee of IMGGA.
4. The Chapter and Divisions Committees shall maintain clear and complete records of regional activities and comprehensive and accurate financial accounts. The Chapters and Divisions shall provide the Association Executive Committee periodic reports on regional activities for inclusion in the Association Newsletters and other documents and shall respond in a timely manner to any requests for information from the Executive Committee of IMGGA.
5. Dues: The same benefits as the Chapters for their use. Note - Members of Chapters within the Division will not count towards the Division reserve.

#### *Termination*

1. The termination of a Regional Division can be done by approval of the Association Executive Committee either at the request of the Regional Division Committee, or after due consideration by the IMGGA Executive Committee.

2. Prior to the approved termination of any Regional Division Committee all monies remaining in the Regional Committee account(s) will be transferred into the account(s) of the IMGGA Executive Committee unless otherwise authorised by the the IMGGA Executive Committee.

## **5. Awards of IMGA**

POLICY ADAPTED December 20, 2011

### **Award for Lifetime Recognition of Service**

The IMGA may award annually up to two certificates of recognition for exceptional service to the Association or to the discipline of medical geology.

The award could be in recognition for a single act such as organizing a particularly successful medical geology conference, an especially influential published article, organizing active local Chapters, or similar accomplishments. The award can also go to an individual for a body of work such as long and distinguished service to the IMGA or to medical geology.

The award will be an appropriately mounted certificate of recognition, a plaque, and will be acknowledged in an IMGA Newsletter and on the IMGA webpage. For extraordinary service the Board may also consider a check for a modest sum, a complimentary book or journal subscription, or other appropriate recognition.

Board members shall nominate candidates for the award. Any active member of the Association can also offer nominations. A majority vote of the Board is required for approval.

### **Award of Appreciation to recognize one-time special contributions to the IMGA or to Medical Geology.**

Award of Appreciation to recognize one-time special contributions to the IMGA or to Medical Geology. This would be a paper certificate and acknowledgment in our Newsletter and web site. Any member of the Association could nominate someone for this recognition.

### **Young Research Investigator on Medical Geology**

An award of \$500.00 (US) will be presented by IMGA to a "Young Research Investigator on Medical Geology" at each biannual IMGA conference. The award will be based primarily on an essay on a medical geology topic by a young scientist. Academic record, professional history and other factors may also be considered. The IMGA Award committee will provide information on eligibility and criteria for selection.

### **Best Oral/Poster Presentation (Certificate + monetary award by MEDGEOXX; to be decided at the conference)**

An award presented to the best oral/poster presentation at the biannual medical geology conferences.

**Travel Award (monetary award by IMGGA; and Certificate + monetary award by MEDGEO XX).**

Award to be presented to a young researcher in medical geology for help in attending the bi annual medical geology conferences.

**Recognition award (Certificate) for an affiliated organization/association**

Recognition award for an affiliated organization/association for exemplary services in medical geology.

Awarded to an affiliated organization for their outstanding support to medical geology worldwide

**Recognition award (Certificate) for an IMGGA Chapter**

Recognition award for an IMGGA chapter for exemplary services in medical geology.

**IMGGA Award of Appreciation (Certificate)**

Awarded to a IMGGA member who has contributed significantly to the grow of medical geology in his/her country and region; Certificate

## **6. Short courses**

POLICY ADAPTED December 20, 2011

Requests for the IMGA sponsored short course must include full coach air fare, hotel accommodations, food and waiver of any registration fees for up to three presenters. Additional presenters shall have their registration fee waived. If there are any funds remaining from the course registration fees after covering the expenses of the presenters and the facilities, fifty (50%) percent must be donated to the IMGA.

## **7. IMGGA - Code of Practice for Conferences, Short Courses and Workshop/Symposia**

POLICY ADAPTED February 21, 2012

### **Introduction:**

**The aim of this policy is to provide guidelines for the planning, and organization of national and international conferences, short courses and other training related activities sponsored by the International Medical Geology Association (IMGGA). The principal international activity of IMGGA is its International Conference on Medical Geology series which is to be organized every two years. IMGGA also encourages and supports the organization of regional short courses on medical geology.**

### **Scope**

The official title of the biennial conference of IMGGA shall be "The ..th (st or ..rd) International Conference on Medical Geology (MEDGEO20XX)". A subsidiary title describing the theme of the MEDGEO Conference may be added, but is not mandatory.

The IMGGA expects the organizers of any national/ and/or international conference organized under their auspices to make every effort to adhere to the terms of this Code of Practice.

### **Proposals to host IMGGA International Conference on Medical Geology (MEDGEO)**

The IMGGA shall request proposals to hold its International Conference on Medical Geology via the IMGGA newsletter, and through other formal and informal channels.

Proposals should be submitted to the IMGGA Secretary ([secretary@medicalgeology.org](mailto:secretary@medicalgeology.org)) and IMGGA Conference Committee, who will assess the proposal in terms of completeness, and pass on the proposal to the IMGGA Executive Council for consideration. The deadline for proposals shall be at least two years preceding the year of the conference.

The IMGGA Executive Council shall consider all proposals received before the published deadline and render its decision to the applicants within two months of the deadline for receipt of proposals.

The basis for selection shall include:

- (a) the quality of the proposed scientific program;
- (b) the time and location of the meeting;

- (c) the preliminary budget;
- (d) any other factors that IMGGA Executive Council may deem appropriate.

Before rendering final approval, IMGGA Executive Council may ask for clarification or amendments to proposals. The IMGGA Executive Council reserves the right to reject all proposals, or to decide not to hold a biennial meeting in a given year.

**The proposal should include the following:**

- Who will be the main organizer?
- Local, regional, national organizations involved
- Who are possible financial contributors
- Proposed conference dates and year. Due to the nature of fiscal requirements among academic and government organizations, IMGGA suggests to organize the conference (if possible) within the month period of August-September before the end of the fiscal year.
- Description of city or town of choice, and surrounding region
- Composition, experience and expertise of the Local Organizing Committee (LOC)
- What are the unique aspects of the venue?
- Description of proposed technical program
- Contact information for the organizers.
- Field Trips (field trips are not a requirement; however they are highly encouraged)
- Social Program
- Preliminary Budget

**Local Organizing Committee (LOC)**

The Local Organizing Committee (LOC) should consist of at least three members, one of whom must be an IMGGA member. The LOC should have an organizing structure consisting of a:

- (a) Chairperson
- (b) Vice Chairperson
- (c) Treasurer

and could also include further members to cover the following mandates:

- (d) Secretary
- (e) Venue Coordinator
- (f) Technical Program Coordinator
- (g) Short Course (Workshop) Coordinator
- (h) Field Trip Coordinator
- (i) Sponsorship Coordinator

- (j) Social Program Coordinator
- (k) Publicity Coordinator

IMGA Executive Council acknowledges the difficulty of recruiting volunteers and the need for some LOC members to assume more than one responsibility.

IMGA Executive Council endorses the use of a professional conference organizer (PCO) to help in the organization of IMGA International Conference. The likely cost of retaining the services of a PCO should be reflected in the budget section of the proposal presented to the IMGA Conference Committee. IMGA encourages the use of PCO, however, the Association is not and shall not be responsible for the cost associated with hiring a POC.

At an early stage in planning the conference, the LOC should identify areas of expertise of both the LOC and PCO. The LOC should usually retain control of the scientific and technical part of the conference (e.g.scientific program, workshops, field excursions).

### **IMGA Executive Council Involvement**

The Chairperson or Vice Chairperson of the LOC shall report on progress with the conference organization by e-mail to the Chairperson of the IMGA Conference Committee at intervals not exceeding four months, until twelve months before the Conference at intervals not exceeding two months, until six months before the Conference, and at intervals not exceeding one month, until the Conference. Reports should include minutes of any meetings of the LOC. The Chairperson of the IMGA Conference Committee shall pass on relevant details of such reports to Executive Council within 24 hours of receipt.

Aspects to be covered in the reports shall include, but not necessarily be restricted to, the status of the:

- (a) Venue
- (b) Budget
- (c) Technical program
- (d) Finances
- (e) Accommodation and catering arrangements
- (f) Short Courses
- (g) Field excursions

### **Finance**

The IMGA International Conference series shall be financed through registration fees and sponsorship. Any surplus funds resulting from the Conference shall be divided between the local Chapter (50%) and IMGA central office (50%). The funds accrued by IMGA will be used to support subsequent conference series. IMGA will not be

responsible for making up any shortfall in Conference finances.

LOC may request a conference loan funds from the IMGGA. This money is to be repaid when the Conference's financial affairs are reconciled. Seed money that may be also available in the form of student travel support, conference promotion, conference awards, etc, will not be granted until the initial proposal and budget have been accepted by IMGGA Executive Council.

The IMGGA shall levy no interest on the conference loan, but its approval and availability shall depend upon the financial resources of the Association. Furthermore, if the host nation has foreign currency restrictions that would prevent repayment, no loan money will be granted.

The balance of expenditure between events for which admission is included in the cost of registration (e.g. Icebreaker) and for which an additional charge is levied (specifically, the Conference Dinner) shall reflect the desirability that the cost of attending the latter and should be affordable to the majority of Conference delegates. IMGGA shall not be held responsible for the cost associated with these activities including other social and field trip activities.

IMGGA Members in full standing with the Association shall receive a suggested 10-20% discount on their registration fees according to their membership dues, but not to exceed more than 40 euros discount. This discount may be offered on registration fee for the Conference, associated short-courses, workshops, field excursions., etc. IMGGA encourages the implementation of a reduced registration fee to bona-fide students.

Sponsorship of IMGGA International Conference series is seen as a major part of revenue raising. Since the Conference is primarily financed through the registration fees and sponsorships, the Local Organizing Committee is encourage to pursue various levels of sponsorship, with the amount of money contributed proportional to the level of exposure at the Conference. The possibility of sponsorship for certain materials (e.g. briefcases), or individual events (e.g. lunches and coffee breaks), shall be investigated.

### **Publicity**

In addition to information dealing with proposed technical sessions, workshops, field excursions, sponsorship and trade display opportunities, and social events, publicity should also include the following information:

- (a) Access to the host city (proximity of airports, bus and train stations, major roads).
- (b) Accommodation options covering various prices.
- (c) Historical, geographical and cultural background information of the host city.
- (d) Weather to be expected at the time of the Conference.
- (e) Contact details for more information.
- (f) Other anticipated expenses that Conference participants should plan for.

IMGA recognizes that delegates may require letters of invitation to process their visas, authorization for travel from their organization, etc. Information describing how to obtain letters of invitation shall be listed in the conference website and related promotion materials.

IMGA encourages the LOC to develop their own Conference website. The LOC is also encouraged to provide the Association with information to be posted on the IMGA website and to link their Conference website with the IMGA central website at <http://www.medicalgeology.org>. Details of technical sessions, oral presentations and posters shall be made available to delegates at least one month before the Conference, via the Conference website, Association's Web Site and other relevant mailed circulars.

### **International Conference series Venue**

Any city chosen as the venue for the IMGA International Conference shall be within reasonable travel of a major airport, and possess reliable telephone, fax and e-mail links.

Hosting the IMGA International Conference series in a hotel is not obligatory, and the LOC shall consider on its merits the proposal of any city or town with suitable conference facilities, easy access to major airports and an adequate number of hotel or residential beds, such as a University town.

### **Enrolment of New Members**

All Conference registrants who are not members of the IMGA shall automatically receive a one-year's membership upon registering for the Conference (ordinary or student), the one-year fee is to be incorporated into the higher registration fee charged to nonmembers.

### **Social Events and Catering**

The LOC should consider arranging a number of social events which highlight the culture of the host country. Amongst these events, the Conference dinner is seen as the most important social event of the Conference, and the LOC should endeavor to price this event in order to attract the maximum number of delegates and accompanying persons.

### **Annual General Meeting & Executive Council Meeting**

During the Conference an appropriate time shall be set aside for the IMGA Annual General Meeting (AGM), which can be followed by an IMGA Executive Council meeting. The AGM should be scheduled not to conflict with the Conference scientific program or other related activities.

### **Scientific Program**

The scientific program of the IMGGA International Conference shall be organized into themes, which shall be advertised by circulars and on the IMGGA website prior to the Call for Papers.

The official language of the Conference is English, and all presentations (oral and poster scientific presentations, workshops, field excursions) shall be presented in this language.

The format of abstracts (in terms of font, page layout, and maximum length), and the deadline for their submission shall be clearly stated in circulated publicity, on the conference website, and on the IMGGA website. A maximum abstract length of two A4 pages (including illustrations and tables) is recommended. Prior to the submission of abstracts, the LOC shall form a technical subcommittee whose responsibility is to determine the appropriateness of offered presentations at the Conference, and determine whether presentations should be presented in either an oral or poster form. Criteria used for determining whether material is appropriate include:

- (a) Originality
- (b) Conforming with designated conference themes
- (c) Scientific content
- (d) Level of commercial content

### **IMGGA Short Courses and Pre-Conference Workshops**

IMGGA short course and pre-conference workshops shall be cost-neutral. The cost of any short course and/or workshop shall be determined by the cost of hiring the venue for these activities, any related equipment costs (e.g. audio-visual) and provision of morning and afternoon teas and lunches for short course/workshop registrants. Based on these costs, a minimum number of registrants shall be estimated to ensure cost neutrality; if this number is not reached within one month of the Conference, the short course/workshop shall be cancelled, and any registrations received shall be reimbursed.

If the minimum number of registrants is exceeded, then any profit from the short course/workshop shall be divided between the LOC and IMGGA central to cover any additional costs associated with these activities as well as future training activities.

### **Reporting**

A final report on the Conference shall be presented to the Chairman of the IMGGA Conference Committee not more than 2 months after the end of the Conference. The report should provide an overview of the Conference, and include the following information:

- (a) Total number of registrants
- (b) Number of IMGGA registrants
- (c) Number of non-IMGGA registrants

- (e) Number of `walk-up' registrants
- (f) Number of accompanying persons
- (g) Registrants according to country of origin
- (h) Number of short course/workshop registrants,
- (i) Field Trip registration

The report should also include a summary of the important technical and administrative issues raised during the Conference

The report should include a detailed financial statement, including unmet financial responsibilities or any surplus monies.

## **8. MEDICAL GEOLOGY NEWSLETTER POLICY**

POLICY ADAPTED December 20, 2011

### OBJECTIVE

To publish a newsletter on Medical Geology, containing papers, articles, book reviews, accounts of conferences & workshops, etc., upcoming meetings, and interesting short pieces of news and information.

### EDITORIAL COMMITTEE

An Editorial committee will be appointed, to consist of the Newsletter Editor, and the Chair and Vic-Chairs. The responsibility of the Editorial committee will be to set editorial policy and to advise the editor on the suitability of articles for the newsletter. A number of reviewers will advise the editorial committee. The decision of the editor, based on advice from the editorial committee, on the publication of an article, is final.

### EDITORIAL POLICY

- The language of publication is English.
- Submissions may be edited to fit into the space available in the Newsletter or for clarity.
- Reasonable efforts will be made to provide timely publication of submitted material. However, a submitted item may be delayed to a subsequent newsletter, usually because of space limitations or because of late submission.

The information below is provided as a guide to authors of articles. Articles that do not conform to these policies will be referred back the author for further editing or may not be accepted for publication.

- The optimum length of a submitted article is about two pages of single spaced Times Roman 12 point text, including figures and tables, with a maximum of six pages length. Articles longer than two pages may be returned to the author for editing to an acceptable length. At the discretion of the editor and in exceptional circumstances, longer articles may be published.

- Articles submitted for publication should relate directly to medical geology. Although this is a broad subject, the focus is on the connection between the geological environment and health, and articles that are only geological (e.g., only a mineralogical topic) or medical (e.g., only on a toxicological topic) are unlikely to be accepted for publication. Articles should focus on the specific topic, and not repeat basic principles. This is a scientific publication, and articles that are political, polemical, or that promote a particular environmental cause or viewpoint, will not be published.
- Articles will be submitted to an editorial review committee which will advise the editor on the suitability for inclusion in the newsletter and on any editorial changes that may be necessary. It is the editor's responsibility whether or not to publish an item in the newsletter, and the editor's decision on the publication of an article is final.
- Submission of an item implies the assignment of a non-exclusive copyright to the IMGA.
- Articles should not have been published previously. Summaries of previously published articles may be acceptable, but the editor should be advised, and a reference must be provided to the original publication. It is the author's responsibility to ensure that there are no copyright violations.

## SUBMISSIONS

- Submissions should be in digital form.
- All articles should contain the author's contact information.
- Text should be in English, preferably in MS Word. It may be possible to handle other formats, but this cannot be guaranteed.
- Lists of references should be short, and longer lists should be obtainable from the author.
- Graphs, tables, etc., should be labelled in English or they will be returned to the author to provide this.
- Graphic files should contain only one figure (e.g., two photos or graphs should be in separate files, not in the same file).

- Captions for figures should be in separate files from the figures.
- Graphic material and tables may be submitted in colour and will be published in colour, if possible. However, since this is not always possible, authors should ensure that they will also be fully legible in black and white.
- Since graphic material may be reduced in size for publication, authors should ensure that it is designed to remain readable when reduced.
- Graphics formats that are compatible with MS Word 2007 are acceptable. Preferred file types are .jpg, .bmp, .gif, .wmf (Windows Metafile), but it may be possible to handle other formats. Files in .pdf should be avoided. Although, in some cases, they can be used if no editing is needed, this is not always possible.

## CONTRIBUTIONS

It will only be possible to publish a newsletter twice a year if there are enough contributions. IMGA members should be encouraged to submit items for the newsletter. Submissions should be sent to:

Dr. David C. Elliott, Newsletter Editor  
 3507 Boulton Rd. NW, Calgary, Alberta T2L 1M5, Canada.  
 (403) 220 1853 Home or (403) 297 4008 Work  
[davide5@telus.net](mailto:davide5@telus.net)

## TIMELINE

The newsletter will be published twice a year, in June and December.

Deadlines for submission of material for the newsletter are as follows:

	Submission date for		Publication date
	Articles	Other material	
Newsletter	March 15 <sup>th</sup>	April 15 <sup>th</sup>	June 15 <sup>th</sup>
Newsletter	September 15 <sup>th</sup>	October 15 <sup>th</sup>	December 15 <sup>th</sup>

## NEWSLETTER STRUCTURE

The newsletter will generally have the following structure:

Front page with contents and photo

Message from the Chair

Reports from Chapters

Notices

Conferences, workshops, etc.

    Reports on past conferences, etc.

    Upcoming conferences etc.

Articles

Misc. (has included instructions for authors, etc.)

Back page – usually a full page photo, book cover, or something like that.

## DIRECTIONS TO REVIEWERS

Thank you for volunteering to be a reviewer for articles submitted for publication in the newsletter of the International Medical Geology Association. In accepting this role, the responsibilities are:

- To advise the editor of any specific areas in which you do, or do not, have a particular expertise.
- To advise the editor if you have a conflict of interest in carrying out a review, for instance a review of a colleague with whom you may be working.
- To be available to carry out reviews in a timely manner, usually within two weeks of receiving an article for review.
- To be objective in carrying out a review.
- If unable to carry out a review within the allotted timeframe, to advise the editor immediately so that he can select an alternative reviewer.

In recognition of their efforts, unless requested otherwise, reviewers will be listed in the newsletter, but will not be identified to the authors of a specific article.

Although there is no prescribed format, the following are suggested as headings for comments on a review:

**Scientific content.** Is it a scientific contribution? This would preclude topics that are of a non-scientific nature, such as those that promote a particular environmental cause, are political or polemical in nature, or are opinion pieces.

**Medical geology relevance.** Is it directly concerned with medical geology? Even if the scientific content is acceptable, articles submitted for publication should relate directly to

medical geology. Although medical geology is a broad subject, the focus is on the connection between the geological environment and health, and articles that are of indirect relevance, for instance on a purely geological topic (e.g., only on mineralogy) or purely medical (e.g., only on toxicology) are unlikely to meet this criterion.

**Focus of an article.** Does it focus on the specific issue? Unless it is a review or provides essential information that may not be familiar to a reader, an article should not repeat basic principles.

**Clarity.** Is the article written so that it is understandable to a reader? Although it is ultimately the editor's decision, comments of reviewers are invited.

**Other comments,** as the reviewer thinks appropriate.

**Final Recommendations:**

Suitability for publication  
Editorial revisions