

# **The Royal Society of Medicine Archive of Memoirs**

## **Guidance for Authors**

### **Rationale for Archive**

Most Retired Fellows have lived through a unique period of enormous change in all aspects of health care ( medical, dental, nursing ) as well as veterinary science. All have memories of these changes which, if unrecorded , will be lost to posterity. Their reminiscences, no matter how brief, should be first class primary source material for future historians. It is for these reasons that the Retired Fellows Society proposed the creation of an Archive of Memoirs to be lodged in The RSM Library

### **Aims**

The aim of the Archive is to capture unpublished personal historic memories. These would encompass recollections of people and events or experiences encountered during a life time in Medicine, Dentistry, Nursing, other health Professions and Veterinary Science, whether serious or just amusing. Many Fellows have had personal involvement in the introduction of new treatments and witnessed their impact on patient care and survival , experience which must be captured. Personal knowledge of changing provision of health care is of real historic interest. The list is unlimited. A catalogued archive of these memoirs will be created within the RSM Library for the benefit of present and future historians.

### **Scope**

It is intended that the archive should not be too restrictive in the material included. As a rough guideline, it is envisaged that the scope of the archive would include articles on physicians, surgeons, nurses, dentists, veterinary surgeons, disorders, patients, places and historical vignettes. To this might be added recollections of past medical/dental training including training school, early clinical experience and the development of new medical , dental or veterinary procedures and new hospital departments. Experiences in general practice, public health , overseas medicine and basic sciences should also be included. This list is not meant to be entirely comprehensive.

It is hoped that material will be submitted by all and sundry and not simply experienced authors. It is felt that a simple CV is not appropriate for the archive. It is also felt that detailed biographies are more appropriate to specialist Journals or to publication in their own right rather than in this archive. Submission should not be restricted to retired Fellows if still practicing Fellows have a story to tell.

## **Submission**

Email submission in Word is the method of choice. The e-mail address for submissions is [vlug@rsm.ac.uk](mailto:vlug@rsm.ac.uk) If the author has no email facility, a CD or paper copy may be submitted, but the latter would require to be scanned into electronic form at the author's expense. The address for CD or paper copy is "Archive of Memoirs , c/o RSM Library, 1 Wimpole Street, London W1G 0AE. All material should be in double spacing and the author must retain a personal copy.

## **Acceptance of Material.**

It is envisaged that there should be minimal exclusion of submitted material. However , mainly for legal reasons, all submissions will be read by at least two members of a small panel of assessors who will retain the right to seek alteration of sensitive material and to undertake minor editing. Authors will be sent any altered material for their approval.

## **Copyright.**

Authors of all material accepted for the archive will be required to assign copyright to the Royal Society of Medicine Library. A form for this purpose will be sent on acceptance of material. This form will also state that the RSM gives the author the right to reproduce the memoir without seeking permission from the Society.

## **Legal Safeguards.**

Authors must not invade the privacy of a third person, such as disclosing intimate private facts, and must avoid defamatory or libellous comments or opinions. They must not quote a third party incompletely or out of context.

## **Consent.**

If private or potentially critical or defamatory reference is made regarding a third person, the author must seek the consent of the third person.

## **Access to Archival Material.**

Fellows of the RSM and bona fide historians will have access to the archive via existing Library procedures.

Authors may reserve access to their memoirs for a defined period of years.