



## About *JHIM*

*JHIM* is a digital, peer-reviewed journal published by HIMSS. Devoted to healthcare information and management systems, *JHIM* is published four times per year—Winter, Spring, Summer and Fall. The journal accepts approximately 32 manuscripts out of more than 200 submissions per year. The average turnaround time from abstract submission to manuscript publication is 150 days.

## Readership and Circulation

Our circulation is approximately 36,000. Our primary audience includes healthcare professionals in hospitals, corporate healthcare systems, clinical practice groups, vendor organizations, healthcare consulting firms, and government settings. *JHIM* is indexed by the American Hospital Association's Hospital Literature Index and the National Library of Medicine's online bibliographic database, Health.

## Article Categories

*JHIM* publishes only **original** contributions, including reviews, position papers, commentaries, market analysis, case studies and data-driven research papers. Following are descriptions and preferred word counts of the most frequently published types of articles:

- *Reviews*: In-depth surveys of healthcare IT-related books and/or online resource to further readers' understanding of the field. Word count: 2,000-2,500.
- *Position papers*: Articles or essays presenting a data-driven, evidence-based opinion regarding a trend or issue within the realm of healthcare IT. Word count: 2,000-2,500.
- *Commentaries*: Opinion pieces that examine trends, policies, regulations and technology in the realm of healthcare IT. Although commentaries are opinion pieces, all arguments should be backed up by evidence. Word count: 1,500-2,000.
- *Market analysis*: Articles defining the state of the field, or its various components, and identifying information and management system needs. Articles surveying and defining the key enabling technologies and/or business methodologies for the industry or its components, formulas for budgeting and/or needs assessment. Word count: 3,000-3,500

- *Case studies*: Articles explaining who, what, when, how and why of a problem or challenge, and how it was solved or solution proposal. These include consumer-focused case studies. “Marketing” articles are unacceptable. Products names area allotted a single mention. We strongly suggest that articles be co-authored by the provider and vendor. Word count: 4,000-5,500.
- *Data-driven research, pilot studies and university studies*: Articles should follow the general format for a scientific article: Introduction, methods, results and comments. Word count: 4,000-5,500.

## Submit an Abstract

Abstracts should be no more than 250 words. Abstracts should include a detailed description of the proposed article, a working title and a complete list of authors and contact information. If two or more authors are writing the paper, a corresponding author must be identified. This author will handle any correspondence with the *JHIM* Editor.

## Manuscript Submission Guidelines

Articles will only be accepted via e-mail. All completed manuscripts must be delivered to the *JHIM* Editor with the following:

- Manuscript title
- Complete title and contact information for all authors
- Abstract
- Six to eight keywords
- Complete author biographies

## Formatting Requirements

*Manuscript Preparation*: Articles should be single-spaced, with a ragged right body text. The preferred font is 12-point New Times Roman. Articles should **NOT** include a separate title page, and should **NOT** include headers and footers or numbering. Type the name of the article on the upper left-hand side of the first page in CAPITAL LETTERS, followed by a hard return and a byline that includes the full names of each author and title. (Exp: Jared Mason, MD). Hard return one space and include the abstract. Hard return on space and include the keyword. Hard return one space and begin the article. Hard return one space between subheads and author biographies.

- *Footnotes & References*: Do NOT use word processing software to format footnotes or references. To indicate a footnote within the body of text use a standard unformatted number inside brackets. (Exp. [1]). Use AMA style for references.
- *Authors Biographies and Figure Captions*: Author biographies are limited to 30 words and should appear at the end of text. Caption text for each figure and graph MUST appear at the end of the article.
- *Figures/Graphs/Charts*: Graphics MAY NOT be included within the text of an article. They must be submitted in native file formats. Articles are limited to three figures, graphs and charts. Graphic files must be a minimum resolution of 300 dpi and submitted in native file formats. Vector-EPS extensions are strongly

preferred. Tables should be as Microsoft Excel documents. Assign a title and/or figure number to each graphic in the extension. DO NOT include title within body of graphic.

### **Style and Presentation:**

Use standard spelling, style, reference, and grammar guides such as Webster's New Collegiate Dictionary, the American Medical Association Manual of Style and The Elements of Style. Use active sentences and be specific. Back up generalities with examples. Avoid jargon. All articles will be copy edited and, where necessary, rewritten. The process by which authors may review and approve changes is defined in the letter of agreement.

### **Where to Send Materials**

Send all materials to Matt Schlossberg. ([mschlossberg@himss.org](mailto:mschlossberg@himss.org))