

# ***Journal of Healthcare Information Management***

## **Writer's Guidelines**

*The Journal of Healthcare Information Management* (JHIM) is a quarterly peer-reviewed journal devoted to healthcare information and management systems. It is published by the Healthcare Information and Management Systems Society (HIMSS), a not-for-profit membership organization dedicated to promoting a better understanding of healthcare information and management systems, and to the professional growth of its members.

### **Readership and Circulation**

JHIM's circulation is approximately 14,000. The primary audience includes healthcare professionals in hospitals, corporate healthcare systems, clinical practice groups, vendor organizations, healthcare consulting firms, and government settings in professional levels ranging from senior staff to CIOs and CEOs. JHIM is indexed by the American Hospital Association's Hospital Literature Index and the National Library of Medicine's on-line bibliographic database, Health.

### **Abstract Submission**

Authors should submit a one-page proposal including the following:

- 150 – 200 word abstract
- Complete name, title, address, telephone number, fax number, and e-mail address of all potential authors

Sent to Nancy Vitucci, Senior Editor, HIMSS, 230 E. Ohio Street, Suite 500, Chicago, IL 60611; [nvitucci@himss.org](mailto:nvitucci@himss.org).

### **Manuscript Submission**

JHIM seeks articles in the following formats:

- **Market Analysis:** Articles defining the state of the field, or its various components, and identifying information and management system needs.
- **Technology Overview:** Articles surveying and defining the key enabling technologies and/or business methodologies for the industry or its components (mobile computing, relational databases, handwriting/voice recognition, etc.), formulas for budgeting and/or needs assessment.
- **Case Studies:** Articles explaining the who, what, when, how, and why of a particular problem or challenge, and how it was solved or solution proposal. These include consumer-focused case studies. We discourage any type of marketing article, but allow for the name of the product to be mentioned once in the article. Generally, the product should be described in generic terms. The study should include some testimonial from the provider describing the provider's experience with the product. We strongly suggest that these articles be co-authored by the provider and vendor.
- **Data-driven research, pilot studies, and studies in conjunction with universities.** These articles should follow the general format for a scientific article: Introduction, Methods, Results, and Comments.
- **Book/Literature/Resource Review:** In-depth articles reviewing a book or resource (including online products and services); articles surveying a variety of resources to further readers' understanding of the field.

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## **Manuscript Preparation**

### **Length**

- 3,000 – 5,000 words, single-spaced, excluding figures, tables, and appendices
- Author biographies are limited to 30 words and should appear at the end of text.

### **Key words**

- 6 – 10 key words

### **Layout**

- Use standard-sized 8 ½ x 11" white paper with one-inch margins on all sides.
- Use single column format, single spaced, ragged right.

### **Font**

- Use 10 point type for body copy. Serif fonts such as Palatino or Times Roman are preferred.
- Use plain text. Do not bold, underline, or italicize any words, headings, and/or titles.
- Text included in charts, graphs, and figures should be as large as possible to maximize readability.

### **Headings**

- Include an abstract at the beginning of the paper.
- DO NOT leave blank pages or columns within the document.
- DO NOT start each new section on a new page.
- Major headings should be in CAPITAL LETTERS, flush left within the column. Please DO NOT bold.
- Subheadings should be in upper and lowercase 10 point, flush left within the column on a separate line following paragraph. Please DO NOT bold.
- Sub-subheadings should be in upper and lowercase, 10 point, flush left within the column at the beginning of the paragraph. Please DO NOT bold or italicize.

### **Figures/Graphs/Charts**

- Limit the number of figures, graphs, and charts to three.
- Assign a title and figure number to each. In text, refer to all figures, graphs, and charts by title and figure number.
- Label x and y axis of every graph.
- Distinguish bars or pie chart sections by pattern, not color.
- DO NOT include graphics in the word processing file. Save all graphics in a separate graphics file. Use the figure title and number for file name.
- Graphic files must be a minimum resolution of 300 dpi.
- Two high-resolution hard copies of each graphic must be included (if graphics are not retrievable, they will be scanned.)

## **Column Preparation**

### **Length**

- 1,000 – 1,500 words, single-spaced

## Layout

- Use standard-sized 8 ½ x 11" white paper with one-inch margins on all sides.
- Use single column format, single-spaced, ragged right.

## Font

- Use 10 point type for body copy. Serif fonts such as Palatino or Times Roman are preferred.
- Use plain text. Do not bold, underline, or italicize any words, headings, and/or titles.

## File Format

### Required Media: PC/Win 3.5" (1.4 MB)

Provide text as straight text, following the minimal formatting guidelines previously stated. Save figures and graphics in a separate graphics file. Page breaks, bolding, underlining, italicizing, etc., are strongly discouraged. Save each figure and graph as a separate file. The original hard copy layout of the document will be used as a reference.

### Acceptable word processing software:

Word

WordPerfect

*Note: If using Windows, please save in Word 97 or below.*

## Graphics

Do not create graphics (tables, charts, graphs, illustrations) in a word processing program.

### Graphic file formats:

JPEG

TIFF

EPS

PDF (Important: when creating a PDF version of your graphic, under the Acrobat Distiller dialog box, you must change the Job Options selection to the "Press" setting. Failure to do so will result in a graphic with insufficient resolution for publication purposes.)

## Electronic Submission

Manuscripts that do not contain figures or graphs may be submitted via e-mail. Send to [nvitucci@himss.org](mailto:nvitucci@himss.org).

## 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.

## References

- Submit only complete references.
- In the text body, numbers should appear in square brackets [1]. In reference list, number should be in bullet format.
- Use AMA style for references. Please refer to the following examples:

**Books:**

1. Foreman, J.F. & Fulkerson, W.F. (1997). HIMSS Writer's Guidelines. Chicago, IL: Healthcare Information and Management Systems Society.

**Periodicals:**

2. Gabriel, D. (1996). New team, new look. HIMSS News, 6, 12, 10–12.
- Reference list should begin on a separate page following the document.
  - References should be numbered and listed in the text body in order of appearance.

## ***Journal of Healthcare Information Management*** **Submission Checklist**

1. Manuscript on 3.5" PC disk following formatting guidelines.
2. One hard copy, formatted with art and figures.
3. Two (2) separate copies of each piece of art.
4. Signed letter of agreement. Each author must sign and submit a letter of agreement.
5. Keywords.
6. Abstract.
7. Send to: Journal of Healthcare Information Management®, Attention: Nancy Vitucci, Staff Editor, 230 E. Ohio Street, Suite 500, Chicago, IL 60611–3269.

## ***Journal of Healthcare Information Management*** **2004-2005 Editorial Calendar**

**Summer 2004**

Theme: Clinical Informatics (the practice of informatics for nurses and physicians)

Proposal Deadline                      January 22, 2004

Manuscript Deadline                      March 29, 2004

**Fall 2004**

Theme: New Technology Trends (State of the industry, PACS, digital radiology)

Proposal Deadline                      April 15, 2004

Manuscript Deadline                      June 28, 2004

**Winter 2005**

Theme: Organizational Improvement/Project Management (Strategies and successful case studies for healthcare information and management systems engineers, process improvement analysts and project managers)

Proposal Deadline                      July 12, 2004

Manuscript Deadline                      September 16, 2004

**Spring 2005**

To be determined

**Summer 2005**

To be determined

**Fall 2005**

To be determined