



# GUIDELINES FOR CONTRIBUTORS

## General Policies

If you specialize in a particular management skill, have recently implemented a new system at your facility or have an important story to share with your health information colleagues, *ADVANCE for Health Information Professionals* would like to hear from you.

*ADVANCE* accepts original articles by members of the health information profession, professional writers and members of related healthcare professions. Once accepted, manuscripts become the property of *ADVANCE for Health Information Professionals* and cannot be reproduced elsewhere without permission from the publisher. *ADVANCE* also requires first time rights; articles must not be previously published.

## Subject Matter

*ADVANCE* seeks article submissions in the following areas:

- Review articles summarizing published literature and application of interesting or unusual technologies.
- Articles about new and innovative approaches to health information management.
- Articles related to any specialty area of health information, including data quality management, current management trends, reimbursement and coding issues, transcription, release of information, electronic health records (EHRs), document management, document imaging systems, confidentiality, HIPAA and so forth.

*ADVANCE* also welcomes letters to the editor and guest editorials.

## Preparing The Manuscript

Articles should range from 700-1,500 words in length, depending on subject matter, and be submitted via email as a Microsoft Word attachment.

We encourage illustrations, photographs and charts that strengthen the article. We prefer electronic TIF, JPEG, EPS or PSD files. Please give appropriate credit to the owner or creator. The author is responsible for obtaining copyright permission for adapting previously published material. Suggested

captions naming all people in the photos, including their credentials and titles, are required.

The article should follow the writing guidelines set forth in the *Associated Press Stylebook and Libel Manual* (Goldstein, 1994) and common English usage. A title page should be included and contain a suggested title and the name or names of the authors. Degrees and accreditation, professional titles and current position should also be included.

All statements based on published findings or data should be referenced appropriately using the *AMA Manual of Style*. References should be listed in numerical order in the text and at the end of the article.

## Editing

All submissions are edited for clarity, style and conciseness in accordance with *ADVANCE* format. Submissions must include the author's name, address, telephone and fax number, as well as email address, for verification. If requested, the final version of the article will be emailed to the author prior to publication.

### SEND SUBMISSIONS TO:

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