

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 health care 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; reader submissions are accepted for the following departments: Management Q & A, State by State, and Industry Buzz Quality Improvement Organizations (QIO's).

Preparing The Manuscript

Articles should range from 700-1,500 words in length, depending on subject matter, and be submitted via e-mail as a Microsoft Word attachment. A printout of the article should be included or faxed.

Illustrations, photographs and charts are encouraged to complement the article. Color or black-and-white prints are acceptable. All accompanying materials should be labeled to provide appropriate credit to the originator. Suggested captions 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 should be referenced appropriately. 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 e-mail address, for verification. If requested, the final version of the article will be e-mailed to the author prior to publication.



Send Submissions To:

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