

## **JOURNAL OF HEALTHCARE MANAGEMENT SUBMISSION GUIDELINES**

Please note: JHM does not publish advertisements, announcements, or editorials. Consulting a copy of the journal before submitting a manuscript is highly recommended.

The *Journal of Healthcare Management* (JHM) is the official journal of the American College of Healthcare Executives (ACHE). Published bimonthly, *JHM* is a peer-reviewed publication dedicated to providing healthcare leaders with the information they need to manage complex healthcare issues and to make effective strategic decisions. Readers of *JHM* include practicing healthcare managers, providers, researchers, consultants, and policymakers. The journal is a practical resource for the presentation and exchange of current healthcare management information and research.

### **ACCEPTANCE CRITERIA FOR THE “ARTICLE” SECTION**

Original contributions are invited in the form of full-length research articles. Only such contributions are considered for the peer-review process. Every submission is acknowledged on receipt and reviewed by the editorial staff, but only appropriate submissions are sent for external review. All manuscripts should

- **Include a 250-word Executive Summary.** This summary should touch on the main points of the research and the application/implications of the findings.
- **Be no longer than 4,000 words.** This word count excludes references, tables, figures, Executive Summary, and Practitioner Application. Manuscripts that exceed this length will not be reviewed.
- **Be the author’s original work.** All elements of the manuscript (including data, findings, and illustrations) should not have been previously published. The author is responsible for securing permission for any material reprinted in the manuscript from another copyrighted work. The editor should be informed at submission if any portion of the manuscript has been disseminated electronically or otherwise.
- **Not be under consideration by another publication.** No portion of the manuscript can be submitted to another journal while under review at *JHM*.
- **Contain up-to-date information.** Dated data, references, and trends should be avoided, except when providing historical background or comparing to current trends.
- **Be written in a clear, concise style.** All points should be adequately supported.

**Please note:** Each article will be accompanied by a 500-word **Practitioner Application**. *JHM*’s editor will coordinate the writing of this Practitioner Application (PA) after the paper has been accepted. Suggestions for PA writers from the author are welcome. The PA is a response to the findings and recommendations in the article. It must be written by a practicing healthcare

manager who is **not** affiliated with the author or with the institution in which the research was conducted. The PA writer must be an affiliate of ACHE.

### **MANUSCRIPT PREPARATION**

1. Manuscripts must be typed in 12-point font and doubled spaced, with 1-inch margins.
2. All identifying information must be removed from the manuscript.
3. Questions regarding the submission process or the suitability of a manuscript or topic for *JHM* should be directed to

Stephen J. O'Connor, Ph.D., FACHE  
Department of Health Services Administration  
University of Alabama at Birmingham  
1530 3<sup>rd</sup> Ave S., Webb 558  
Birmingham, AL 35294  
[jhmeditor@uab.edu](mailto:jhmeditor@uab.edu)

### ***Style***

1. Notes should be minimized and should appear at the end of the manuscript.
2. Text citation should follow the author-date style. For example, (Cohn 2009; Coyne and Singh 2008, 333).
3. All author names must be included in the references—"et al." does not suffice. References should be formatted as follows:

*Article:* Trocchio, J. 2009. "Reporting Community Benefit: A Guideline for Navigating the IRS Form 990, Schedule H." *Journal of Healthcare Management* 54 (5): 301–06.

*Book:* Griffith, J. R., and K. R. White. 2006. *The Well-Managed Healthcare Organization*, 6th edition. Chicago: Health Administration Press.

4. Tables and figures should be used only when they enhance or clarify the information. Submission of more than four tables and figures should be justified in the submission cover letter to the editor. Large tables with complex statistical data are discouraged.

### **SUBMISSION PROCESS**

All manuscripts should be submitted via the *JHM* online submission website at [www.jhm.edmgr.com](http://www.jhm.edmgr.com). If you have not done so already, you must register as an author by clicking the "Register" link. Once you have registered in the system as an author, you will be able to log in to the system with a username and password.

The manuscript submission process is broken into a series of steps that gather detailed information about your manuscript and allow you to upload pertinent files. From the Author Main Menu, click on the “Submit New Manuscript” link under New Submissions, then proceed through the following steps:

1. **Select Article Type.** From the pull-down menu, choose “Original Research Article.”
2. **Enter Title.** Entering a Full Title (limit 20 words) is required for submission. A Short Title (limit 8 words) may be entered in addition to the Full Title.
3. **Add Authors.** Enter the names, academic degrees/honorifics, affiliations, and e-mail addresses of any authors who have contributed to your manuscript (limit 10 authors).
4. **Submit Abstract.** Enter the Executive Summary (limit 250 words) of your manuscript. This may be pasted from a word processing program.
5. **Enter Key Words** (not required).
6. **Select Classifications.** Choose up to five classifications for your manuscript. Choosing subject classifications enables the system to better match your manuscript with reviewers who have the same or similar classifications.
7. **Additional Information.** Please respond to the following questions: (1) Is there any conflict of interest that could bias your work? (2) Have any elements of the manuscript (including data, findings, illustrations) been previously published?
8. **Enter Comments (not required).** Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.
9. **Suggest Reviewers (not required).** Suggest potential reviewers for your manuscript.
10. **Oppose Reviewers (not required).** Identify anyone you would prefer not to review the manuscript.
11. **Attach Files.** Upload files such as the manuscript (required), a cover letter, figures, tables, artwork, etc.
12. **Build PDF for your approval.** Click “Build PDF for My Approval.” Click the “Submissions Waiting for Author’s Approval” link. Once your files are built into a submission PDF, the current status of the submission will be “Needs Approval.” From this point, you can view, edit, approve, or remove your submission. You can come back to your submission at a later time, but the manuscript will not be submitted until it is approved by the author.

### **PEER REVIEW PROCESS**

Reviewers consider each manuscript based on originality and timeliness, soundness of methods, significance of findings, and quality of presentation. Manuscripts must include explicit analysis of the topic’s implications for healthcare management. The review process may take up to 12 weeks. Reviewers may require revision of a manuscript before final acceptance.

### ACCEPTANCE INFORMATION

1. At submission, authors must disclose any commercial or other associations that might pose a conflict of interest or the appearance of conflict of interest. All funding sources, receipts of royalties, or consultantships associated with the manuscript should be acknowledged, as should institutional or corporate affiliations of the authors.
2. The corresponding author will be able to review the copyedited manuscript and one set of page proofs. The contact author is responsible for obtaining the necessary input from all coauthors.
3. Authors (through the corresponding author) will receive copies of the journal.
4. All accepted manuscripts become the permanent property of the Foundation of the American College of Healthcare Executives.
5. Please direct correspondence about accepted manuscripts to

Dojna Shearer  
Managing Editor, Journal of Healthcare Management  
American College of Healthcare Executives  
One North Franklin Street, Suite 1700  
Chicago, IL 60606  
E-mail: [dshearer@ache.org](mailto:dshearer@ache.org)

**Thank you for your interest in the *Journal of Healthcare Management*.**