

JOURNAL OF HEALTHCARE MANAGEMENT **SUBMISSION GUIDELINES**

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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.
- **Include a 500-word Practitioner Application (PA).** The PA should include a review of the findings/recommendations and the professional opinion of the PA writer. It must be written by a healthcare manager who is **not** affiliated with the author or with the institution in which the research was conducted. In addition, the PA writer must be an affiliate of ACHE. Submissions without a PA are permissible, but doing so will cause a delay in the initial processing, acceptance decision, and publication. Under some circumstances, JHM's editorial staff can suggest names of eligible PA writers. The author is responsible for pursuing the person to write the PA.
- **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 by *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.

MANUSCRIPT PREPARATION

1. Manuscripts must be typed in 12-point font and double spaced, with 1-inch margins.
2. To facilitate blind review, the manuscript and PA must include a second title page without the author's name. Do not include author-identifying information in the file name, header, or footer.
3. Submissions can be sent via e-mail (preferred) or regular mail.
 - If e-mail, send two files (one with and one without author-identifying information) to jhmeditor@uab.edu. The manuscript and any tables and figures should be submitted together in a single file. Preferred format is Word. Do not send separate spreadsheet files as tables or figures.
 - If regular mail, send four copies of the manuscript to

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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.

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, receipt of royalties, or consultantships associated with the manuscript should be acknowledged, as should institutional or corporate affiliations of the authors.
2. The contact 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 contact 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.
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