ARTICLE SUBMISSION GUIDELINES

Journal of Healthcare Management

JHM does not publish advertisements, announcements, promotional articles/advertorials, or outside editorials. We highly recommend consulting a copy of the journal before submitting a manuscript.

Please do not submit your article directly to the editor or editorial office. See “How to Submit Your Manuscript” for submission instructions.

INTRODUCTION

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. JHM provides a forum for discussion of current trends and presentation of new research as applied to healthcare management.

This set of guidelines covers the following manuscript submission information:

- Editorial scope
- General article submission information
- Manuscript preparation
- How to submit your manuscript
- What to expect if your article is accepted
- Editorial team contacts

EDITORIAL SCOPE

JHM considers for publication original empirical research articles that employ quantitative or qualitative methods/approaches; literature synthesis; and/or review of previous research that leads to new research questions, hypotheses, or propositions and recommendations for healthcare management practice.

JHM receives a large number of submissions and thus must be very selective in accepting manuscripts for publication. Authors of original research articles are asked to verify that their manuscript conforms to JHM’s editorial scope before submitting their article to JHM.

Although JHM considers manuscripts that originate from outside the United States, the readership of the journal is based primarily in the United States. Therefore, the research findings and implications should be of interest to a U.S.-based audience.

GENERAL SUBMISSION INFORMATION

Every submission is acknowledged upon receipt and given a preliminary review by the JHM editor. Only appropriate submissions are sent out for external review.
A manuscript may be considered an appropriate submission if it:

- **Conforms to JHM’s editorial scope.** The manuscript presents empirical healthcare management research of interest to a U.S.-based audience.

- **Includes a 250-word (maximum) Executive Summary.** This summary should touch on the main points of the research and the application/implications of the findings.

- **Does not exceed 4,000 words.** The maximum word count excludes references, tables, figures, the Executive Summary, and the Practitioner Application (see the next section). Manuscripts that exceed this length will not be reviewed.

- **Is the author’s original work.** Plagiarism, of either one’s own work or that of others, will not be tolerated. JHM will not consider manuscripts that have already been published, in whole or in part, or that have been accepted for publication elsewhere. All elements of the manuscript—including but not limited to data, findings, and illustrations—should be the author’s own. The author is responsible for securing permission for any material reprinted in the manuscript from another copyrighted work. At the time of submission, the author should note any portion of the manuscript that has been disseminated electronically or otherwise.

- **Is not under consideration by another publication.** No portion of the manuscript can be submitted to another publication while under review at JHM.

- **Contains up-to-date information.** Data, references, and trends older than five years should be avoided, except when providing historical background or comparing to current trends.

- **Is written in a clear, concise style.** All points should be adequately supported.

**About the Practitioner Application**

Readers of JHM include practicing healthcare managers, providers, researchers, consultants, and policymakers. With that readership in mind, each original research article is accompanied by a 500-word Practitioner Application (PA). The PA is a response to the article’s findings and recommendations as they apply to the practice of healthcare management. It is written by a practicing healthcare manager who is a member of ACHE and who is not affiliated with the article’s author(s) or the organization at which the research was conducted. The editor of JHM coordinates the writing of the PA once the research article has been accepted for publication.

Suggestions for PA writers from the author are welcome and should be directed to the editor via the contact information provided in the “Contact Us” section below.

**MANUSCRIPT PREPARATION**

Questions regarding the submission process or suitability of a manuscript for JHM should be directed to the editor via the contact information provided in the “Contact Us” section below. Briefly, manuscripts should be formatted as follows:

1. Remove all author-identifying information (names, initials, organizations) from the manuscript, including the title page and headers/footers.
2. Use 12-point type, preferably Times New Roman font.
3. Double space the text with 1-inch (non-customized) margins.
4. Include pagination.
5. Place all references in an alphabetical list that follows the text, and review the list to make sure each reference in the list has been cited in the article.
6. Place the figures and tables at the end of the manuscript in the order in which they are discussed, and make sure that each figure/table has been mentioned in the text.

Style


In particular, please note the following as you prepare your manuscript:

1. The use of endnotes should be minimized. If necessary to include them, the note marker in the text should appear as a superscript numeral, and the notes themselves should appear after the text and before the references. Do not use the endnote or footnote formatting option in Microsoft Word.
2. Do not use footnotes of any kind except in figures/tables.
3. Figures and tables should be used only when they enhance or clarify the information. Submission of more than a total of four figures/tables should be justified in the submission cover letter to the editor. Large tables with complex statistical data are discouraged.

HOW TO SUBMIT YOUR MANUSCRIPT

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

From the “Author Main Menu,” click on the “Submit New Manuscript” link (beneath “New Submissions”) then proceed through the following steps:

1. Select Article Type. From the pull-down menu, choose “Original Research Article.”
2. Enter Title. Enter a complete title (limit 20 words; required). A short title (limit 8 words) may also be entered.
3. Add Authors. Enter the names, academic degrees/honorifics, affiliations, and e-mail addresses of all 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 subject classifications for your manuscript. These classifications facilitate the process of accurately matching your manuscript with reviewers who have identified the same or similar classifications.
7. Additional Information. Please respond to the following questions: (a) Is there any conflict of interest that could bias your work? (b) Have any elements of the manuscript (including data, findings, illustrations) been previously published?
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.

8. **Enter Comments** (not required). Enter any comments you would like the editor to take into consideration. 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 for the manuscript (required), a cover letter, figures, and tables.

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 status of the submission will change to “Needs Approval.” From this point, you can view, edit, approve, or remove your submission. You can also come back to your submission at a later time prior to your approval. The manuscript will not be submitted until you approve it.

**Peer Review**

Reviewers consider manuscripts for publication in *JHM* on the basis of 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 typically require revision of a manuscript before final acceptance.

**ARTICLE ACCEPTANCE**

Questions regarding the publication process for accepted manuscripts should be directed to the **managing editor** via the contact information provided in the “Contact Us” section below.

The following briefly outlines the steps taken once your article has been accepted:

1. The manuscript will be assigned to an issue.
2. All authors will be asked to sign a publication agreement.
3. During the journal publication process, the corresponding author will have the opportunity to review the copyedited manuscript and the first round of page proofs. The contact author is responsible for obtaining the necessary input from all coauthors.
4. Authors (through the corresponding author) will receive, following publication, a copy or copies of the issue in which their article appears.
5. All accepted manuscripts become the permanent property of the Foundation of the American College of Healthcare Executives.
Thank you for your interest in the Journal of Healthcare Management.