

Information for Contributors

The Editorial Board of Health Information Management Journal invites contributions in the following categories:

▪ **Peer reviewed articles.**

Research articles: This section is reserved for original articles that describe research outcomes, or processes, techniques or applications that enhance the practice of health information management. Included in this category are researched commentaries, literature reviews, new and developing topics and theoretical issues that have been researched through the literature. In general, they should not exceed 5,000 words in length; however, longer articles of up to 8,000 words using qualitative research methodology may be accepted in some circumstances.

Professional Practice and Innovation: Authors are invited to submit to this section articles that present interesting and innovative programs in all areas relevant to the profession. Like research articles, they should be carefully and systematically written in a style and with a structure that builds upon existing knowledge. Length: 2000-3000 words.

Forum: Researched articles that address important policy, research, service delivery or practice issues that have wider application to health information management. They should present new ideas, proposals and analyses through scholarly argument drawing on previous literature as appropriate. Length: up to 5,000 words

Articles can also be submitted for editorial review in the following categories:

- **Reports.** The Journal welcomes reports on any topic, activity or concept of interest to health information management practitioners, or which pertain to health information management; for example information technology, health classification, data analysis, management and privacy issues, as well as standards and recent policy directions. Reports may present the personal view, experience or opinion of the author. *Length: 1500–5000 words.*
- **Conference Reports.** The Journal invites those who have attended any conference of particular interest to the Journal's readership to submit a short overview and critique of the conference proceedings.
- **Reviews.** These are reviews of software, hardware, books and other media of interest and relevance to health information managers and related professionals are encouraged. *Length: 200–500 words.*
- **Case Studies.** A case study can be a 'how to do it' paper, or a personal view or a description of an event or experience (such as moving a department to a new location). An informal case study can include check lists, tables, timelines, and other useful information that could be applied to similar experiences and projects. *Length: 1000 words.*
- **Sounding Board.** These articles initiate or contribute to the debate on new and evolving issues. *Length: 1000 words.*
- **Letters to the Editor.** Letters on any topic of relevance and interest to professionals interested in health information management and informatics are welcome. Letters should not exceed 300 words in length. Professional decorum should be observed; letters are published at the Editor's discretion.

- **Professional Profiles.** This section demonstrates the depth and breadth of professional work roles of individual Health Information Managers, including recent graduates, through personal accounts of workplace experiences. *Length: 750 words.*

Style: Authors should aim to use simple, direct and correct English, and spelling should conform with the third edition of the Macquarie Dictionary. *Health Information Management Journal* conforms with the Harvard (Author-Date) referencing style. For details, please refer to the *Style Manual for Authors, Editors and Printers. Revised by Snooks & Co.* (6th edition), 2002. Milton, QLD: John Wiley & Sons. The following website is also a valuable resource: go to <http://www.lib.latrobe.edu.au/help/style-guides.php#Harvard> then click on 'Harvard (Author-Date) System (La Trobe University)'.

Copyright: Manuscripts submitted to *Health Information Management Journal* should not have been published elsewhere, nor to have been offered, or be under consideration by any other journal or publisher in any medium. Inclusion in conference proceedings (apart from abstracts) is considered as prior publication.

Qualitative research: Contributors who use qualitative research methods are encouraged to refer to the Critical Appraisal Tools devised by the British NHS Public Health Resource Unit by the Critical Appraisal Skills Programme (CASP). This resource is used by referees to assist the review of such papers. It is available for personal use at http://www.phru.nhs.uk/casp/critical_appraisal_tools.htm.

Submitting a manuscript for review

- Manuscripts are to be submitted electronically, saved in Word format, and with no headers and footers. Do not submit papers in PDF format.
- Only digital photographs are accepted. If they are essential, photographs and other images accompanying manuscripts should be provided as separate files, clearly identified and captioned. In addition, the subject's permission to publish may be required.
- Data for tables and graphs should be provided in separate Excel files as well as in their final form.
- Formatting of the document should be kept to a minimum.
- A formal covering letter should be included with the manuscript.
- Ensure that in addition to the main text, the manuscript includes the following on separate pages: Title; abstract followed by four MeSH keywords (see <http://www.nlm.nih.gov/mesh/MBrowser.html>); author details (including academic qualifications, affiliations, postal and email addresses and identity of corresponding author if appropriate), and acknowledgments.

More detailed information can be found at <http://www.himaa.org.au/members/journal/guidelines.html>.

Submission of manuscripts:

Please email manuscripts to:

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