

# **AUTHOR'S STYLE GUIDE**

*Posted on June 18, 2009 by Administrator*

**Category:** [Uncategorized](#)

## **Manuscript Submission**

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Contact information for all authors should be included in the body of the e-mail message, not as part of the manuscript. Contact information for all authors should include name, degrees, credentials, organization, position, address, and e-mail address. The phone number of the lead author should also be included. Once a manuscript is accepted for publication, no additions can be made to the list of authors.

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*Perspectives in Health Information Management* does not accept simultaneous submissions; manuscripts should not be under consideration for publication elsewhere. Manuscripts submitted for consideration to *Perspectives* should not have been published (in full or in part) either in print or online.

## **Manuscript Acceptance**

Authors of accepted manuscripts will be asked to sign a copyright transfer agreement which must be returned prior to manuscript publication. The work becomes the property of the AHIMA Foundation and may not be published elsewhere without permission. Opinions and views expressed by authors in all manuscripts should not be construed to represent the opinions and views of the AHIMA Foundation or AHIMA. Papers are edited to conform to AHIMA Foundation style.

Most manuscripts require some changes. The reviewer's comments and suggestions will be returned to the author. There will be a stated deadline for revisions to the manuscript. The deadlines must be adhered to so that the journal can be published on time.

Authors will receive a proof copy for final approval before publication. Authors are required to disclose any commercial or other associations that might pose a conflict of interest or the appearance of conflict of interest. Financial support for work reported or a grant under which a study was made should be noted in a section titled, "Support" just prior to the Acknowledgments. Acknowledgments or appreciation to individuals for assistance with the manuscript or with the

material reported should be included as a note to appear at the end of the manuscript prior to the References section.

## **Additional Submission Guidelines**

### **Format Requirements**

Font: Times New Roman

Font Size: 12 points

Text Color: black

Single spaced

Margins -1 inch and text in one column

### **Endnotes and References Style Sheet**

The AHIMA Foundation follows the *Chicago Manual of Style*. The format for endnotes and references are listed below:

#### **Sample Endnotes**

1. Additional data on costs versus benefits for 1962 are presented in the *Health Insurance Institute's Sourcebook of Health Insurance Data*. New York: Health Insurance Institute, 1963, pp. 36, 46.
2. Barzun, Jacques, and Henry F. Graff. *The Modern Researcher*. 4th ed. New York: Harcourt Brace Jovanovich, 1985, p. 52.
3. Breiman, Robert F., et al. "Emergence of Drug-resistant Pneumococcal Infections in the United States." *Journal of the American Medical Association* 271, no. 3 (1994): 1831.
4. National Committee on Vital and Health Statistics. "Information for Health: A Strategy for Building the National Health Information Infrastructure." Washington, DC, November 15, 2001. Available online at [www.ncvhs.hhs.gov/nhiilayo.pdf](http://www.ncvhs.hhs.gov/nhiilayo.pdf).

#### **Sample References**

Barzun, Jacques, and Henry F. Graff. *The Modern Researcher*. 4th ed. New York: Harcourt Brace Jovanovich, 1985.

Brandt, Mary D. "Health Informatics Standards: A User's Guide." *Journal of AHIMA* 71, no. 4 (2000): 39-43.

## **Citing Data and Figures from Other Sources**

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## **Footnotes, References, and Figures**

Footnotes and references should be placed at the end of the manuscript and indicated with corresponding numbers in the appropriate places in the text. Section headings, when appropriate should be included. Please place each figure or table on a separate page at the end of the document in portrait orientation only.

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