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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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.

**Sample References**


**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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