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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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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