HEALTH INFORMATION MANAGEMENT ASSOCIATION OF AUSTRALIA

HIM-Interchange

Guidelines or Authors (2016)

HIM-Interchange is the professional practice journal of the health information management profession in Australasia. It publishes articles that reflect new, innovative practice in health information management, or commentaries and informed pieces on established practice.

Types of articles

The Editorial Board invites articles for *editorial review* in the following categories:

**Reports**
The Journal welcomes reports on any topic, activity or concept of interest to health information management professionals, or which pertain to health information management (e.g., information technology, health classification, data analysis, management and privacy issues) including reports on milestones in the development of the profession in Australia and with the professions international partners. Standards and recent policy directions can also be reported in this section. Reports may present the personal view, experience or opinion of the author or authors. An acceptable length for most reports is between 1200 and 2400 words (longer reports will be considered at the discretion of the editor).

**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, implementing a clinical coder education program). An informal case study can include check lists, tables, timelines, and other useful information that could be applied to similar experiences and projects. A case study may be between 1200 and 2400 words.

**Personal Perspectives**
Articles of approximately 600 to 1,200 words, which present the author’s perspective on any topic of interest to health information management professionals.

**Sounding Board**
Articles of approximately 600 to 1200 words, which initiate or contribute to the debate on new and evolving issues and ideas appear in this section.

**Professional Profiles**
This section is intended to demonstrate the depth and breadth of professional work roles of individual health information management professionals, including recent graduates, through personal accounts of workplace experiences. Professional profiles may be autobiographical or biographical (written as a tribute to the achievements of an individual who has contributed to the health information management profession) (600 to 1200 words).

**Professional Practice Placement Profiles**
Short reports based on work undertaken and the experiences of final-year health information management students while undertaking their professional practice placements. Permission

*In this context, ‘editorial review’ means the report or case study will be reviewed internally by the Journal’s editors, typically the Editor and Associate Editor. This is different from the double-blind peer-review process where de-identified papers are sent to independent referees for assessment and recommendations.*
from the relevant placement agency is required prior to acceptance for publication (600 to 1200 words). More detailed instructions for student authors are available from the Associate Editor (HIMInterchange@himaa.org.au).

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 (600 words). These reports should focus on the take home messages and learnings that the author gained from attending the conference.

HIMAA Reports
This section is intended for the publication of reports on topics of a strategic nature from the HIMAA Board, HIMAA Board Subcommittees, State Branches, HIMAA Chief Executive Officer and the HIMAA President (600 to 1200 words).

Reviews
Reviews of software, hardware, books and other media of interest and relevance to health information management professionals are encouraged. Articles in these categories are typically between 300 and 600 words in length.

Letters to the Editor
Letters on any topic of relevance and interest to health information management professionals are welcome. Letters should not exceed 600 words in length. Professional decorum should be observed; letters are published at the Editor's discretion.

Please note: it is not the policy of the Editorial Board to publish materials intended for commercial purposes

Author Mentors
All HIM-I Authors will be allocated a Mentor. The Mentor is a member of the HIM-I Subcommittee. The subcommittee is responsible for the content of HIM-I. The Mentor will maintain regular contact with the Author and provide assistance and advice during the development phase of the article and will continue this contact and support during the editorial phase.

Editing
All articles will undergo editorial review. The initial review will be undertaken by the Mentor. The Mentor will use a checklist similar to the Contributor’s Checklist below to review the article. Track Changes may be used as a mechanism of suggesting minor changes to an article or Comments in relation to more significant changes. Once the Mentor is happy with the article it will be forward to the Associate Editor and Editor for review. Further recommended changes will be managed in the same way (Track Changes and Comments) and will be forwarded to the author by the Mentor. Once all parties agree on the content the article it will be sent to the Managing Editor to be prepared for type setting. The final step is for the Author to review the ‘proof’ of the typeset article. The Managing Editor will send the typeset article to the Author with a Copyright Declaration.

General information concerning all articles

Style
Authors should aim to use simple, direct and correct English, and spelling should conform to the most recent edition of the Macquarie Dictionary.
Abbreviations
As HIM-I is a professional practice journal the editorial standards in relation to abbreviations have been relaxed as it assumed that the majority of readers will have an awareness of industry based health information management abbreviations. Therefore if an abbreviation is on the attached list (Appendix 1) then you may use the abbreviation in the text of your article. If the abbreviation is not listed, and you plan to use the abbreviation subsequently in the article, then spell out the abbreviation or acronym on the first use and follow immediately with the abbreviation in parentheses.

Headings and subheadings
Clear distinctions should be made between headings and subheadings using a different sized font or the use of bold or italics.

Tables and figures
Tables, figures and other graphics are to be submitted on separate pages at the end of the document, and not embedded in the text. The body of the text is to include notations about placement of tables, figures or graphics by leaving four lines of space and making a note ‘Insert table/figure/graphic x here’. Tables, figures and graphics should be clearly identified by consecutive numbering using Arabic numerals and by providing concise titles for all figures used. A legend for each table and figure should be included.

References
References (in text and in the reference list) should conform to the Harvard (Author-Date) referencing style. Titles of journals must be written in full; e.g., Medical Journal of Australia, not MJA. References should be listed in alphabetical order at the end of the paper, using the Harvard format for sequence of details and for punctuation.

Acknowledgments
Acknowledgments may include significant contributions made in the support of the study or in writing the article. Permission should be obtained from any individuals named in the acknowledgments. (Be aware that people being identified may need to give their permission, since inclusion of names may infer potentially unwarranted endorsement of the paper’s conclusions). Copies of permission statements should be submitted with the article.

Copyright
Articles submitted to HIM-Interchange should not have been published elsewhere, nor 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 prior publication, unless the paper has been substantially rewritten and includes new material not included in the previous publication.

Timelines and publication
The deadline for submission of articles will be advised by the Authors assigned Mentor or by the Associate Editor in the case of the Guest Editorial. Following the submission of the article the editorial process will begin and there may be the requirement for amendments to the article. Timely responses to comments are required. For most articles allow a minimum of three months from initial submission to publication. In some cases, the editors reserve the right to hold manuscripts over to future issues of the Journal for publication; however this will be discussed with the Author.

Submitting a manuscript for editorial review
Authors should ensure that they adhere to the following guidelines:

- Articles are to be submitted electronically, saved in Word format. Do not submit papers in PDF format.
- All pages of main text should be numbered.
• Digital photographs only will be accepted. Photographs should be clearly identified and captioned. In addition, the subject’s permission to publish may be required.
• All figures, graphics and digital photographs must be supplied in their original form. Do not copy and paste into a Word document as this will render the figure or photograph unusable for print. Any figures and/or photographs that are included in the paper (Word copy) must also be supplied separately in their original form.
• Formatting of the document should be kept to a minimum. Do not try to achieve a ‘typeset’ look as your formatting commands will be discarded during final typesetting and may interfere with this process.

Authors should ensure that the manuscript includes the following details:
• Title
• Author(s) given names and family name(s) (in bold print), followed by appropriately abbreviated academic qualifications and awards, institutional affiliations and positions and other relevant information.
• Corresponding author in the case of manuscripts with multiple authors.
• Contact details: telephone numbers and email and postal addresses are to be included, and if the manuscript is submitted by more than one author the lead author should be identified.
• Author photographs. Photographs of the author/s may be submitted (at the discretion of the author/s) for publication with the article.
• Acknowledgements. Acknowledgments of sources of funding for research projects should be included here. Please note that this information will be published.

Contributor’s checklist for papers submitted for editorial review

Please ensure that you have:

| Saved the document in Word format                           |                               |
| Nominated an author to receive correspondence               |                               |
| Included biographical details for each contributor (and photograph/s if applicable) |                               |
| Asked someone not involved in writing the manuscript to proof read it, ask them to review: |                               |
| 1. The structure of the article – does it flow |                               |
| 2. The clarity, is the message clear |                               |
| 3. Is there any information missing |                               |
| 4. Do the use of headings, sub-heading, tables, figures, graphics enhance the article |                               |
| 5. Is the language appropriate, that is will a reader who does not work in the topic area be able to understand the paper |                               |
| Checked all referencing and ensured that it complies with the Author-Date system |                               |
| Included all necessary acknowledgements |                               |
| Included all necessary permission statements |                               |
| Provided captions for photographs, tables, figures and graphs |                               |
| All tables, figures and graphics are on separate pages at the end of the paper and are clearly labeled |                               |
| All images (figures, photographs) are supplied in their original format, in separate documents |                               |
| Removed all jargon from text |                               |
| Expressed all acronyms and abbreviations as per the guidelines above |                               |
| Checked all diagrams and tables are clearly labelled |                               |

Further information

Further information may be sourced from the HIM-I website (currently under development) or by contacting the Associate Editor at HIMInterchange@himaa.org.au
Appendix 1 Abbreviations

To be inserted following review