AHRMNY RISK MANAGEMENT JOURNAL
AUTHOR GUIDELINES

AHRMNY Risk Management Journal is the official journal of The Association for Healthcare Risk Management of New York, Inc. is published several times each year. ***AHRMNY***'s Mission Statement: To enhance the quality of healthcare delivery through education, research, professional practice, and analysis specific to risk management issues. The journal will contain reviews of lectures and other articles on a wide variety of subjects related to risk management, patient safety, insurance, quality improvement, medicine, healthcare law, government regulations, as well as notices of improvement and other relevant information of interest to risk managers. The articles are usually written by ***AHRMNY*** members, so the journal serves as an opportunity for members to showcase their writing talents.

ARTICLE SUBMISSION PROCESS

☑ Submit an outline of the article (encouraged but not required).

You may submit an outline or an abstract (about one page) describing the subject and purpose of your article. Your outline will be reviewed and suggestions made to help you focus on the needs and interests of the readers of the journal.

☑ Submit the article.

Please observe the following guidelines in submitting your completed article:

- No more than 3,500 words.
- Must be electronic in 'word' format.
- Photo requirements (high resolution JPEGs – at least 300 dpi)
- We do not publish articles promoting products or services
- Include a brief biographical sketch-your title, affiliation, location, and list of articles you have published.

REVIEW PROCESS

All articles undergo a formal review process. There is no guarantee a submission will be published. The journal Peer Review form is available upon request.

ACCEPTANCE CRITERIA

To be accepted for publication, an article must meet at least the following criteria:

- Specifically address topics relevant to our audience of health care risk managers.
- Appropriate to the journal's subject matter and consistent with its point of view.
- Cover the subject topic substantively.
- Present new information or add a new slant to existing literature.
- Information presented is technically accurate.
- Conform to the article format set forth in these author guidelines.

All articles accepted for publication in are subject to minor spelling and/or punctuation editing. Any other editing, especially for content, will be discussed with the author and the sole responsibility of the author to make agreed upon revisions. Once accepted in final format for publication, all articles will always remain the sole property of the author.

AUTHOR RESPONSIBILITIES

One of your most important responsibilities as an author is to observe deadlines. Because we must coordinate the articles of numerous authors and meet a strict printing schedule, it is essential that you commit to and meet the deadlines assigned to you. Please remember we will not publish articles containing advertising. The author is required to supply the source of any material quoted.

REFERENCES STYLE

BOOKS: The following information must be included for books in the references list and in bibliographies:

- Name of author or editor (last name first, then first and middle initials, then Jr., Sr., III, etc., if applicable).
- Title of book underlined and with all words capitalized except for prepositions, articles and conjunctions.
- City and state for place of publication.
- Name of publisher.
- Date of publication (year only).
- Page number (only if appropriate).

(Use one of the following formats as applicable):

Sigerist, H.E. A History of Medicine. Vol. 2, Early Greek, Hindu and Persian Medicine. New York City: Oxford University Press, 1996.

Michigan Department of Social Services. Health Care and Income: The Distributional Impacts of Medicaid and Medicare Nationally and in the State of Michigan (Research Paper No. 5). Lansing, MI: MDSS, 1994.

Freud, S. Edited by Gaynor, F., and Fodor, N. Dictionary of Psychoanalysis. Westport, CT: Greenwood Press, 1996.

PERIODICALS: The following information must be included for articles from periodicals, such as magazines and journals, which are referred to in reference list of bibliographies:

- Author's name (last name first, then first and middle initials, then Jr., Sr., III, etc., if applicable).
- Title of article (first word and proper nouns capitalized).
- Name of journal or magazine (italicized).
- Volume number.
- Issue number (in parentheses).
- Inclusive page numbers (that is, numbers of first and last pages of article).
- Month, day and year of publication.

(Use one of the following formats as applicable):

Douglas, C.W. Social-psychological view of health behavior for health services research. Health Services Research. 6(1):153-155, Spring, 1994.

Rowen, M., and Dorsey, T.J. Radiologic special procedures privileges. Journal of the American Medical Association. 220(3):895, May 8, 1995.

UNPUBLISHED MATTER:

For material cited from unpublished matter, use one of the following formats as applicable:

Aker, G.A. A national survey of medical and health facilities in prisons. Master's thesis, University of Iowa, Iowa City, 1996.

Corley, T. An evaluation and review of some of the more significant problems of the Frankford Hospital clinics. Unpublished paper, Temple University, Philadelphia, no date.

Dalton, P. The problem-oriented record. Luncheon address, American Medical Record Association annual meeting, Denver, Oct. 17, 1995.

WEB SITES:

Centers for Medicaid and Medicare Services. 2000. State Children's Health Insurance Program (SCHIP) aggregate enrollment statistics for the 50 states and the District of Columbia for federal fiscal year 2000 (accessed on Aug. 8, 2003). Available at: www.cms.hhs.gov/schip/fy2000.pdf

Our journal cannot exist without knowledgeable authors willing to share their expertise. With your help, it will continue to be a significant contribution to the literature in the field of health care risk management in New York. We look forward to working with you.

Please submit all article submissions to:
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Phone: 973-641-5311