



Publication Guidelines for the *CHIA Journal*

The California Health Information Association's *CHIA Journal* educates its readers on topics of interest to the health information management (HIM) community. The *CHIA Journal* accepts original articles and research that have not been published previously. The article must be submitted with the understanding that it has not been, nor will it be, submitted to any other publication prior to final consideration for the *CHIA Journal*. Upon submission of the article, CHIA assumes copyright, contingent upon publication of the article.

The author must obtain permission to reprint any copyrighted or previously published information, including text, graphs, charts, or photographs, and to provide a copy of the permission to the Coordinating Editor along with the article when it is submitted.

Peer review and editing

The *CHIA Journal* is peer-reviewed. Articles, other than standing features and articles written by CHIA's Coding and Data Quality Committee members, undergo blind review by the CHIA Editorial Advisory Board (EAB). The EAB serves as an advisory and peer-review body concerned with the content of the journal. Each peer-reviewed article is evaluated in terms of its timeliness and appropriateness in relation to the CHIA mission and membership needs. Articles on coding and/or data quality topics undergo similar peer review by CHIA's Coding and Data Quality Committee.

Peer-reviewed articles are subject to substantive editing with suggested revisions. The author may receive proofs reflecting the peer review body suggested revisions and editing prior to publication. The author has the right to suggest alternative editing or revisions or to withdraw an article from publication following the peer-review process, if the author does not agree with the editing or suggested revisions.

All articles accepted for publication, including non-peer-reviewed articles, are subject to proofreading and copy editing for grammar, structure, punctuation, etc., by the *CHIA Journal* copy editor.

Article length

Generally, articles should range from 600 to 1,200 words, however, longer articles may be considered.

Content guidelines and restrictions

Articles must be informative and should share your unique knowledge and expertise. Include tips, strategies, techniques, case-studies, analysis, opinions and commentary, as appropriate, in your article. Articles that contain advertisement, sales letters, advertising promotional copy, or have excessive self-promotion will not be published.

- The article should have a title page that includes the article title, author's name and credentials, telephone number(s) and e-mail address, and a brief biographic statement.
- Select the best main title for your article. (See section below on developing the title.)
- Open with a sentence or a short paragraph describing what the article is about.
- The body of the article must deliver what is promised in the title.
- Develop a closing summary sentence or paragraph that concludes the article.
- Document references/resources following article closure.
- Graphics or photographs may be placed in the article. These should be original and/or the appropriate permission to print obtained from the copyright holder.
- If you include a "Reprint Rights" statement in your article, it must be at the bottom of your article.
- When acronyms or abbreviations are used, include the full wording the first time it is used, listing the abbreviation/acronym in parentheses following.
- Double check Web site URLs (links) to assure accuracy.
- Use spell check.
- Check punctuation and grammar.
- Articles should be written in a common word processing program, such as Microsoft Word. Use a common font (Times New Roman, CG Times, Universe, or Arial). Font size of 12 is preferred. Do not submit articles in PDF format.
- If the article is a reprinted article or if the article includes a reprinted graph, chart, or photograph whereby publication permission needs to be obtained, include the "permission to reprint" statement along with the article when it is submitted.
- Submit articles to: journal@californiaia.org

Style

The American Psychological Association (APA) is the preferred style for article preparation, format, editorial rules, citations and references. [Reference: www.apastyle.org]

Titles, sub-titles and sub-headings

Include a main title with your article. Sub-titles may be used to clarify a main title or to emphasize unusual or significant aspects of the article. Main titles should not be dependent on sub-titles.

The main title should reflect the core content of the article. Do not use a committee or organization name as an article's main title. Sub-titles may identify a committee or organization that submitted the article or that is the subject of the article.

Articles should include section sub-headings for easier reading.

Consider the following in developing titles:

- People read the lines of a title as a complete thought. Capture the essential point or thought of the article in only a few words.
- Titles with a subject and a verb are more eye-catching. Be specific and accurate. Use the active, rather than passive, voice. Use the present or future tense and strong, active verbs.

- Avoid splitting adjectives and nouns, and prepositions and their objects. Omit unnecessary words; or using the same word repeatedly.
- Ask yourself, "What is the point of this story? Does my title reflect that?"
- Revisit your title selection after you have completed your article to assure the title accurately represents the topic discussed. Alternatively, determine the title after the article has been finished to ensure a complete representation of the information.

Figures and citations

Figures include all graphs, charts, diagrams, line drawings, and photographs. Figures must be printable and readable when reduced to *CHIA Journal* size and format. Figures must be numbered with the corresponding reference number in the article text. Figures need to be submitted both in the body of the article and as a separate file (JPEG or PDF format). The editor may have to adjust the size and location of a figure within the to-be-published article due to layout considerations.

The preferred format for full-color photographs is JPEG, but GIF, TIF, or EPS in a high-resolution format. Due to reformatting restrictions, photographs or graphics embedded in a TXT or word processing format cannot be used. Please do not submit photographs in PDF format.

Citations and references should be listed in alphabetical order at the end of the article. The APA Web site is a good source to review this citation format [Reference: www.apastyle.org].

Submission to the *CHIA Journal*

Currently, the *CHIA Journal* is printed bi-monthly (six issues a year). CHIA accepts articles throughout the year and reserves the right to publish any accepted article in what CHIA determines to be the most appropriate *CHIA Journal* issue.

Journal Issue	Article Submission Deadline
September-October	July 1
November-December	September 1
January-February	November 1
March-April	January 1
May-June	March 1
July-August	May 1

Author photograph

CHIA prefers to print the author's photograph along with the article when it is published. We prefer a headshot photograph. Please send a full-color photograph in a JPEG, GIF, TIF, or EPS format. If you prefer that CHIA not include your photograph, please let us know.

Corporate Corner articles

CHIA's Corporate Partners are invited to submit articles to the *CHIA Journal* column devoted exclusively to business developments of our Corporate Partner companies. These articles may include discussion of the company's products, services and personnel. The length for these articles should be 300-400 words. Send your article to journal@californiahia.org.

Benefits for authors

There are many benefits when your article is published in the *CHIA Journal*. It is always rewarding to see one's name in print. Your peers learn who you are and the level of your expertise. Your resume is more impressive when it includes articles published in a peer-reviewed journal. Educators should consider submitting articles for the *CHIA Journal* as it can have a positive effect on tenure, merit raises and faculty status. Authors may earn two continuing education units (CEUs) towards their certification maintenance with the American Health Information Management Association (AHIMA) when their article is published.

CHIA looks forward to receiving many very interesting, enlightening, thought-provoking, and informative articles. We encourage CHIA members and others to submit articles on a variety of timely educational topics that represent the depth and breadth of health information management roles and interests. Articles of interest will also include those that include tips, strategies, techniques, case-studies, opinions and commentary. Articles should contain information of use to health information management professionals, HIM students, or to vendors who provide HIM products and services. Do you have an idea for an article you would like to submit?

Questions?

Questions may be directed to the Coordinating Editor at journal@californiahia.org

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