

HEALTH INFORMATION MANAGEMENT ASSOCIATION OF AUSTRALIA

HIM-Interchange

Guidelines for Authors

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*¹ in the following categories:

- Reports
- Case studies
- Personal perspectives
- Sounding board
- Professional profiles
- Professional practice placement profiles
- Conference reports
- HIMAA reports
- Reviews
- Letters to the Editor

Recommended word limit – 2,400 words.

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.

Permissions

Prospective authors intending to write a report, case study or professional practice placement profiles should obtain permission from the organisation on which the report or case study or professional practice placement profile is based prior to writing the article. It is also recommended that the article is reviewed and authorisation for publication is obtained prior to submitting the article for publication.

Note: Be aware of negative language! Articles should reflect the reality of the experience but negative language should be avoided. Not only is the organisation likely to deny permission to publish if it is represented in a negative way but the editorial board of the journal is also likely to reject unduly negative articles.

Author Mentors

All HIM-I authors will be allocated a mentor. Mentors are members of the HIM-I Sub-Committee. The sub-committee 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. *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 forwarded to the Associate Editor and Editor for review. Further recommended changes will be managed in the same way and will be forwarded to the author by the mentor. Once all parties agree on the content of the article, it will be sent to the Publications Officer to be prepared for type setting. The final step is for the author to review the 'proof' of the typeset article. The Publication Officer will send the typeset article to the author with a Copyright Declaration.

General information concerning all articles

Authors should ensure that they adhere to the following guidelines:

- The article should be submitted in Word 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.*
- The article must be proof read before submission, preferably by someone who has not been involved in the writing. Particular attention must be paid to grammar and the length of the sentences to ensure ease of reading.

Authors should ensure that the manuscript includes the following details:

- *Title*
- *Author(s) given names and family name(s)* 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. Including contact details (email and/or telephone number).
- *Author photographs*. Photographs of the author/s may be submitted (at the discretion of the author/s) for publication with the article.
- *Acknowledgements*. Acknowledgements of sources of funding for research projects should be included here. Please note that this information will be published.
- *References* – Harvard (Author-Date) Citation is required to acknowledge the original source of ideas and work that is not the author's own. This allows the readers to be able to source the original documents so they can determine whether the attributed sources support the author's argument as written.

Further information Further information may be sourced from the HIM-I website (currently under development) or by contacting the Associate Editor at himinterchange@hima.org.au