

AAMA Executive Online Peer Reviewed Healthcare Article Submission Guidelines

American Academy of Medical Administrators
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These submission guidelines only apply to peer-reviewed articles.

AAMA Executive Online publishes articles dealing with management practices and administrative direction that advance the knowledge and understanding of healthcare administrators. AAMA Executive Online is distributed to over 2,000 healthcare administrators, educators and consultants, whose specialties include cardiovascular administration, oncology administration, contingency planning, healthcare information, health plan management, small or rural healthcare facilities, and the Federal healthcare system.

We invite authors to submit manuscripts that address current issues in healthcare administration that will provide insight and stimulate discussion among executives, administrators, educators and policymakers in the management or clinical fields in health care. Membership in the American Academy of Medical Administrators is not a prerequisite for submission. AAMA Executive Online is currently not registered with Medline.

Submitted Manuscripts

Manuscripts are accepted with the understanding that they have not been previously published in a copyrighted environment. Articles are peer-reviewed by a member of the AAMA Executive Online Editorial Board. Articles will not be published until they have been reviewed by an Editorial Board member and accepted for publication. If chosen for publication, each article will consist of two components: a 200-250 word abstract and the full article. Subjects mentioned in the manuscript's research should be protected under Institutional Review Board (IRB)/ Independent Ethics Committee (IEC) guidelines. If the article is chosen for publication, the Academy has the right to make changes to the manuscript after it is sent through the peer-review process, feedback is sent to the author, and the final article and abstract are submitted for publication.

Submission Deadlines

Article submissions are accepted year-round on a continual basis. Once approved, articles are placed in the article pipeline in the first available issue with an open slot.

If you wish to target your article to a specific issue, articles must be submitted by the following dates. Please note that accepted articles are placed on a first come, first serve basis. Please see the calendar below and contact Laura Bowles at executiveeditor@aameda.org for more details.

	January/ February 2011	March/ April 2011	May/ June 2011	July/ August 2011	September/ October 2011	November/ December 2011
Deadlines for Healthcare Article Submissions Targeting a Specific Issue	Monday, October 18, 2010	Monday, December 13, 2010	Monday, February 14, 2011	Monday, April 18, 2011	Monday, June 20, 2011	Monday, August 22, 2011

How to Submit

Email article submissions to Laura Bowles, AAMA Executive Online Editor at executiveeditor@aameda.org.

Specifications

Files and Formatting

- ⌚ Submit all documents in Microsoft Word, with content formatted as follows: double-spaced line text, 10 point Arial font, with headings in bold type.
- ⌚ Files should not exceed 2000 KB with graphics/tables/charts embedded.
- ⌚ Legends, case reports, tables, and references should be clearly identified.
- ⌚ Subheads should be included where appropriate.
- ⌚ The name of the author, with degrees, academic or professional titles, affiliations, and any institutional or other credits should go under the title of the manuscript. If an author's present affiliation is different from that under which the work was done, both should be submitted.

Illustrations/Tables

- ⌚ Each illustration should have complete identification and should be properly numbered or lettered in accordance with the accompanying legend.
- ⌚ Color or black/white illustrations and tables are acceptable as well as drawn artwork, as long as they can be submitted electronically and embedded in the MS Word document.
- ⌚ Illustrations and tables that have been published elsewhere must be accompanied by a statement that permission for reproduction has been obtained from the author and publisher (full credit must be given to that author and publisher).
- ⌚ Whenever possible, tables should be typed double-spaced on separate pages and properly identified with headings and subheads.
- ⌚ All tables should be self explanatory and numbered consecutively.

References

- ⌚ All references, when used, should be identified as noted in the text, following the style used in the AMA, MLA or APA handbooks. One style should be chosen and followed consistently.
- ⌚ References should be numbered as they appear consecutively in the text.
- ⌚ Authors are responsible for the accuracy and completeness of the reference cited.