

# AAMA Executive Online Non-Peer Reviewed Healthcare Article Submission Guidelines

American Academy of Medical Administrators  
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**These submission guidelines apply to NON-peer-reviewed articles.** (For submission guidelines for peer-reviewed articles, click here: <http://aameda.org/MemberServices/Exec/ArticleSubmissionGuidelines.pdf>.)

## Non peer-reviewed articles are defined as:

1. short (less than 2,000 words)
2. do not need to include references
3. focus on practical tools, tips, and information to help healthcare administrators in their everyday work

## Examples of a non-peer-reviewed article include:

- Opinion Editorial on a current hot topic in general healthcare administration or in your specialty
- A short article outlining a successful new program/budget/staffing solution, or an IT idea that was recently implemented at work
- A management or leadership “lesson learned” or best practice
- Click here to see an example <http://newsmanager.commpartners.com/aamaeo/issues/2009-03-02/>

## About AAMA Executive Online

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. Membership in the American Academy of Medical Administrators is not a prerequisite for submission. AAMA Executive Online is currently not registered with Medline.

## Non-Peer Reviewed Article Submission Details

Article submissions are accepted year-round on a continual basis. Articles are reviewed by AAMA staff. Once approved, articles are placed in the article pipeline in the first available issue with an open slot. If chosen for publication, each article will consist of two components: a 200-250 word abstract and the full article. Also, the Academy has the right to make changes to the manuscript after the final article and abstract are submitted for publication.

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](mailto:executiveeditor@aameda.org) for more details.

	January/ February 2011	March/ April 2011	May/ June 2011	July/ August 2011	September/ October 2011	November/ December 2011
<b>Deadlines for Healthcare Article Submissions Targeting a Specific Issue</b>	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](mailto:executiveeditor@aameda.org).

## 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, and tables, should be clearly identified.
- 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).