HEALTH INFORMATION MANAGEMENT ASSOCIATION OF AUSTRALIA

HIM-Interchange

Guidelines for Authors

HIM-Interchange (HIM-I) 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. HIM-I is managed by the HIM-Interchange sub-committee of the Health Information Management Association of Australia (HIMAA). The sub-committee is supported by HIMAA's Editorial Board which is also responsible for the publication of the Health Information Management Journal of Australia (HIMJ)

This guide aims to support you on your writing journey, from inception of an idea to publication in our journal. It contains information as follows:

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Types of articles

The Editorial Board invites articles for *editorial revie*w 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-I 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** for publication from the organisation on which the article is based prior to writing the article. It is also recommended that the article is reviewed by your manager or other appropriate person in your organisation. See Appendix A for information to assist with receiving this permission.

Ethics

Articles reporting on research that was undertaken using human beings will need ethical approval. Ethical research involves:

- Respect for human beings
- Research merit and integrity
- Justice
- Beneficence

Ethics approval can be granted by a Human Research Ethics Committee (HREC) and will be based on the principles outlined in the National Statement on Ethical Conduct in Human Research. The statement, last released in 2007 is available here:

https://www.nhmrc.gov.au/sites/default/files/documents/attachments/National%20Statement/e72.pdf

Updates to the statement have been made intermittently and a summary of those updates can be found here:

https://www.nhmrc.gov.au/sites/default/files/documents/attachments/National%20Statement/national-statement-summary-of-updates.pdf

Mentors and Reviewers

All HIM-I prospective authors will be allocated a mentor from among the members of the sub-committee. The mentor will maintain regular contact with the author and provide assistance and advice during the development phase of the article, as needed, and will continue this contact and support during the editorial phase. All articles will be reviewed by a second member of the sub-committee who may provide feedback to the author(s), via the first mentor.
What will the mentor/reviewer look for?

- Is the article in scope for publication in HIM-Interchange?
- Does the title reflect the content of the article?
- Do any tables make sense and are the statistics correct?
- Is the discussion supported by any statistics or references to other articles?
- Has the style guide been followed including correct referencing?

Referencing

All members of the subcommittee have editorial responsibilities to ensure that correct referencing is used in all articles published in HIM-I. Good referencing protects the scientific integrity of publications, supports and protects others' ideas, research and opinions, provides readers with a source for the information and allows them to undertake further reading, protects the journal from accusations of plagiarism and is a long standing international convention. The journal uses SAGE Harvard referencing style. See Appendix C or use this link: https://uk.sagepub.com/sites/default/files/sage_harvard_reference_style_0.pdf

A useful method for ensuring you have the right format for the type of publication is to firstly identify your type of publication under section 4, (reference styles) in Appendix C. You can then copy and paste the example used here and overwrite with the details for your source.

HIMAA, as the owner of the journal bears final responsibility for correct referencing being used in the journal.

Editing

The mentoring and reviewing process described above is the first step in the editing process. Once the mentor is happy with the article it will be forwarded to the Editor for review. Further changes may be recommended by the editor and will be forwarded to the author by the mentor. When the article is ready for publication, the final step involves the author reviewing the 'proof' of the typeset article and completing a Copyright Declaration.

Integrity

To minimise the risk of plagiarism all articles submitted to HIM-I are processed through plagiarism checking software. Processing draft articles through plagiarism software will ensure that we can help editors avoid plagiarism allegations. Additionally, it will assist in ascertaining the originality of the articles and maintain integrity of the journal (and consequently the authors, the sub-committee and the HIMAA). Ultimately, the tangible benefits for HIMAA are industry respect, authenticity and avoidance of plagiarised articles.

Style guide for all articles

Prior to sending your article to your mentor use the following table as a checklist to ensure you have met all of the requirements of the style guide. An article template is also supplied at Appendix B.

Word format	
Font: Arial 12	
Single spacing	
Leave one space between each paragraph	
Headings: • Level 1 headings are **bold**	

• Level 2 headings are **bold italics** • Level 3 headings are **italics only** • Headings formatted as sentence case (only first word or proper nouns capitalised).	
Number all pages	
Abbreviations	
For a term to be abbreviated, the abbreviation should be used more than once in the document	
Abbreviations expanded the first time and then the term is always abbreviated when used elsewhere. For example, if Clinical Coder (CC) is documented, the term Clinical Coder or coder should not appear again in the text, it should always be abbreviated to CC	
Health Information Manager (when used multiple times in the document) should have the abbreviation **HIM** used consistently	
Heath information management should not be capitalised or have the abbreviation HIM	
Numbers	
Numbers between 1 and 9 should be written as one, two, three etc.	
Numbers 10 and above should be written as numerals	
Exceptions may be when comparing numbers. For example, four out of eighteen cases, or 4 out of 18 cases, but not four out of 18 cases	
Numbers above 1,000 should have the comma included (e.g. 620,000)	
Date format should be Date Month Year (e.g. 31 October 2017)	
Use % sign (e.g. 90%)	
Quotes	
All quotes should be single quotes (‘)	
Dot points	
Always use a capital letter at the start of a dot point	
No punctuation at end of each separate dot point – just a full-stop at the end of the last dot point	
Statistics	
Statistical abbreviations are italicised (e.g. $n=24$, $p < .05$)	
Tables, figures and images	
Insert tables and figures at the end of the article, after the reference list and author details, each on a separate page. In the text indicate where the table/ figure should go	
Table headings go above the table	
Figure headings go underneath the figure	

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	
References	
Ensure all references formatted as per SAGE Harvard style (see AppendixC).	
Authors	
Photos It is highly desirable to include a photograph of the author/s to be published with the article In order to produce a high quality photo in the publication, the following information may be helpful. The photo should be: • An original photo in a JPEG or equivalent file format (not in Word or copied from the internet) • Uncropped (the editing software will do any cropping required) • Unedited • Not under 1MG in size (this is too small and will not provide the resolution quality required for printing).If there are multiple authors a photo can be provided for each author. If one or more authors choose not to have a photo included, then no author will have a photo included.	
Author details: If there is a single author: **Full name** (bold), qualifications in abbreviated form (not bold or italics) *Position; Organisation* (italics) *Address/contact detail* (italics) *Suburb STATE postcode* [Sydney NSW 2000] (no punctuation, state abbreviated, postcode last) (italics) *Tel: +61 3 1234 5678* (italics) *Email: xxxx@xxxx.com* (italics)	
If there are multiple authors: Corresponding author in same format as for single author. All other authors **Full name** (bold), qualifications in abbreviated form (not bold or italics) *Position; Organisation* (italics) *Suburb STATE postcode* (italics)	

Further information

Further information may be sourced from the HIM-I website or by contacting the Secretary HIM-I at himinterchange@himaa.org.au

Appendix A. Information for employers

The Journal
HIM-Interchange is the professional practice journal of the health information management profession in Australasia. It is published by the Health Information Management Association of Australia

The Audience
HIM-I is made freely available to members of the Health Information Management Association of Australia (HIMAA) and to other interested parties by subscription. The following definitions may assist in understanding the predominant membership of HIMAA.

Health Information Manager (HIM)
A Health Information Manager (HIM) is a health information management professional with a HIMAA-accredited undergraduate or postgraduate university degree who plans, develops, implements and manages health information services, such as patient information systems, and clinical and administrative data, to meet the medical, legal, ethical and administrative requirements of health care delivery, or who teaches or does research in these areas .

Clinical Coder (CC)
A Clinical Coder is a health information management professional who is a graduate of a HIMAA-approved clinical coding course or a HIMAA-accredited tertiary course who assigns codes to narrative descriptions of patients' diseases, operations and procedures in accordance with recognised classification systems to allow for easy storage, retrieval and analysis of health data.
A Clinical Coder specialises in a subset of the HIMAA Entry Level Health Information Manager (HIM)Competency Standards.

HIMAA's Role
The Health Information Management Association of Australia promotes and supports health information management professionals as the universally recognised specialists in information management at all levels of the healthcare system. We do this through positioning and advocacy, accreditation, education and training, certification and credentialing, quality standards, publications and resources, and HIMAA membership networking activities at local and national levels, including an annual national conference of international standing.

The benefit of publishing in HIM-I
Articles published in HIM-I relate to the contemporary work of HIMAA members. Sharing these experiences assists other members to maintain currency in the management of health information and clinical coding thereby benefiting their employer, it promotes the work of organisations who employ these professionals, it helps create networking opportunities for the author, the workplace and the publisher.

Appendix B: Article template

Type of paper: HIM-I Report/ Professional Profile/ Update Report/ Editorial/ Personal perspective
Title: Title
Author: Author name/s

Heading 1
abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
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Heading 3
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abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz

References
As per supplied reference guide
Author name, Qualifications
Title
Organisation
Address (if desired)
Phone number (if desired)
Email: Joe.Bloggs@hotmail.com

Appendix C: SAGE Harvard - SAGE UK Style Guide

1. General

1. Initials should be used without spaces or full points.
2. Up to three authors may be listed. If more are provided, then list the first three authors and represent the rest by et al. Fewer authors followed by et al. is also acceptable.

2. Text citations

1. All references in the text and notes must be specified by the authors' last names and date of publication together with page numbers if given.
2. Do not use ibid., op. cit., infra., supra. Instead, show the subsequent citation of the same source in the same way as the first.
3. Where et al. is used in textual citations, this should always be upright, not italic.

Note the following for the style of in text citations:

1. If the author's name is in the text, follow with year in parentheses:
... Author Last Name (year) has argued ...

2. If author's name is not in the text, insert last name, comma and year:
... several works (Author Last Name, year) have described ...

3. Where appropriate, the page number follows the year, separated by a colon:
... it has been noted (Author Last Name, year: page nos) that ...

4. Where there are two authors, give both names, joined by 'and'; if three or more authors, use et al.:
... it has been stated (Author Last Name and Author Last Name, year) ...
... some investigators (Author Last Name et al., year) ...

5. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list:
... it was described (Author Last Name, yeara, yearb) ...

6. Enclose within a single pair of parentheses a series of references, separated by semicolons:
... and it has been noted (Author Last Name and Author Last Name, year; Author Last Name and Author Last Name, year; Author Last Name, year) ...
Please order alphabetically by author names.

7. If two or more references by the same author are cited together, separate the dates with a comma:
... the author has stated this in several studies (Author Last Name, year, year, year, year) ...
Please start with the oldest publication.

8. Enclose within the parentheses any brief phrase associated with the reference:
... several investigators have claimed this (but see Author Last Name, year: page nos–page nos)

9. For an institutional authorship, supply the minimum citation from the beginning of the complete reference:
... a recent statement (Name of Institution, year: page nos) ...
... occupational data (Name of Bureau or Institution, year: page nos) reveal ...

10. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:
... it was stated (Name of Journal, year) that ...

11. Citations from personal communications are not included in the reference list:
... has been hypothesized (Name of Person Cited, year, personal communication).

3. Reference list

1. Check that the list is in alphabetical order (treat Mc as Mac).
2. Names should be in upper and lower case.
3. Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time.
4. Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, year)
5. Names containing Jr or II should be listed as follows:
    - Author Last Name Initial Jr (year)
    - Author Last Name Initial II (year)
6. References where the first-named author is the same should be listed as follows:
    - Single-author references in date order;
    - Two-author references in alphabetical order according to the second author's name;
    - Et al. references in alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted.

      Brown J (2003)
      Brown TR and Yates P (2003)
      Brown W (2002)
      Brown W (2003a)
      Brown W (2003b)
      Brown W and Jones M (2003)
      Brown W and Peters P (2003)
      Brown W, Hughes J and Kent T (2003a)

Brown W, Kent T and Lewis S (2003b)

7. Check that all periodical data are included – volume, issue and page numbers, publisher, place of publication, etc.
8. Journal titles should not be abbreviated in SAGE Harvard journal references
9. Where et al. is used in reference lists, it should always be upright, not italic.

4. Reference styles

Book:

Clark JM and Hockey L (1979) *Research for Nursing*. Leeds: Dobson Publishers.

Book chapter:

Gumley V (1988) Skin cancers. In: Tschudin V and Brown EB (eds) *Nursing the Patient with Cancer*. London: Hall House, pp.26–52.

Journal article:

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals.
British Medical Journal 296(4): 401–405.

Journal article published ahead of print:

Huth EJ, King K and Lock S (1988) Uniform requirements for manuscripts submitted to biomedical journals.
British Medical Journal. Epub ahead of print 12 June 2011. DOI: 10.1177/09544327167940.

Website:

National Center for Professional Certification (2002) Factors affecting organizational climate and retention. Available at: www.cwla.org./programmes/triechmann/2002fbwfiles (accessed 10 July 2010).

Thesis/dissertation:

Clark JM (2001) *Referencing style for journals*. PhD Thesis, University of Leicester, UK.

Newspaper/magazine:

Clark JM (2006) Referencing style for journals. *The Independent*, 21 May, 10.

Conference article (published or unpublished):

Clark JM and Smith P (2002) Latest research on car exhaust manifolds. In: *17th international conference on strain analysis* (ed L Macadam), London, UK, 23–25 September 2010, pp.12–14. London: Professional Engineering Publishing.

Blog:

Clark JM (2006) Article title. In: Blog title. Available at: www.blogit.com/johnmatthewclark (accessed 20 August 2011).

Report:

1. MacDonald S (2008) The state of social welfare in the UK. Report, University of Durham, UK, June.

2. Citigroup Ltd. (2011) *How to make your money work for you*. Report for the Department of Finance. Report no. 123345, 13 June. Oxford: OUP.

Package insert (medical etc.):
1. Eisai Inc. (2008) Aloxi (package insert). New York: Esai Inc.

Standard:
1. ISO 27799:2008 (2008) Information security management in health.