

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.

Types of articles

The Editorial Board invites articles for *editorial review* 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 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.

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 Editor for review. Further recommended changes will be managed in the same way and will be forwarded to the author by the mentor. The final step is for the author to review the proof of the typeset article and complete a Copyright Declaration.

Style guide for all articles

As HIM-I is published by the HIM-I Sub-Committee, the members of the sub-committee **all volunteers**. It would be appreciated if authors should ensure that they adhere to the following guidelines. An article template is also supplied at Attachment A.

Word format	
Font: Arial 12	
Single spacing	
Leave one space between each paragraph	
Headings: <ul style="list-style-type: none">• 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. <i>n=24</i> , <i>p < .05</i>)	
Tables and figures	
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 Harvard style (see Attachment B)	
Authors	
<p>It is highly desirable to include a photograph of the author/s to be published with the article</p> <p>In order to produce a high quality photo in the publication, the following information may be helpful. The photo should be:</p> <ul style="list-style-type: none"> • 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 a sign the image file is too small and will not provide the resolution quality required for printing). 	

<p>If there is a single author:</p> <p>Full name (bold), qualifications in abbreviated form (not bold or italics) <i>Position; Organisation</i> (italics) <i>Address/contact detail</i> (italics) <i>Suburb STATE postcode</i> [Sydney NSW 2000] (no punctuation, state abbreviated, postcode last) (italics) <i>Tel: +61 3 1234 5678</i> (italics) <i>Email: xxxx@xxxx.com</i> (italics)</p>	
<p>If there are multiple authors:</p> <p>Corresponding author in same format as for single author.</p> <p>All other authors Full name (bold), qualifications in abbreviated form (not bold or italics) <i>Position; Organisation</i> (italics) <i>Suburb STATE postcode</i> (italics)</p>	

Further information

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

**Type of paper: HIM-I Report/ Professional Profile/ Update Report/ Editorial/
Personal perspective**

Title: Title

Author: Author name/s

Heading 1

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References

As per supplied reference guide

Author name, Qualifications

Title

Organisation

Address (if desired)

Phone number (if desired)

Email: Joe.Bloggs@hotmail.com

6.1 SAGE Harvard

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 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.