

**JONA's Healthcare Law, Ethics, and Regulation** provides information on the complex topics of law, ethics, and regulation in healthcare. Its purpose is to provide the readership with articles, updates, information, and resources related to these three complementary components in healthcare administrative practice.

**All manuscripts must be submitted on-line through the journal's Editorial Manager Web site at <http://www.editorialmanager.com/jonalaw/>. See submission instructions under "Electronic Manuscript Submission."**

Some of the selected topics include legal issues in professional practice, risk management programs and strategies, Medicare regulations and impact on practice, legal issues in managed care, legal issues in case management, legal issues in advanced practice, medical and nursing malpractice, defensive professional practice, OSHA updates and regulations, issues and trends in compliance, biomedical ethics, Medicare fraud and abuse, professional negligence, issues of antitrust, legal and ethical issues related to information systems, employment law, labor relations, professional credentialing, discrimination, patients rights, government regulations and legislation, legal and ethical issues of human resource management, legal doctrines related to healthcare, ethical case studies, and legal case studies. This list of selected topics is not all-inclusive.

### **Manuscript Review**

**JONA'S Healthcare Law, Ethics, and Regulation** is a refereed journal. Published manuscripts have been reviewed, selected, and developed with the guidance of our editorial advisors. Manuscript content is assessed for relevance, accuracy, and usefulness to nurse executives, health executives, and their immediate associates.

Manuscripts are reviewed with the understanding that neither the manuscript nor its essential content has been published or is under consideration by others.

The review process starts on the first day of every month. For example, February 1 is the start of the review process for all manuscripts received during January. Publication decisions and author notifications usually occur within 8 weeks from the beginning of the review process.

### **Authorship Responsibility**

All persons designated as authors should qualify for authorship. Each author should have participated significantly to the concept and design of the work and writing the manuscript to take public responsibility for it. The editor may request justification of assignment of authorship. Names of those who contributed

general support or technical help may be listed in an acknowledgment.

### **Manuscript Submission**

**Electronic Manuscript Submission:** Manuscripts for *JONA's Healthcare Law, Ethics, and Regulation* may now be submitted via Editorial Manager. Please go to <http://www.editorialmanager.com/jonalaw/> or use the Editorial Manager link in the left navigation bar to review instructions and login as an author. Authors should submit an original copy of the manuscript as well as retain a personal copy of their manuscript and all supporting documents. Original manuscripts will be accepted with the understanding they are contributed solely to *JONA's Healthcare Law, Ethics, and Regulation*. Authors are responsible to notify the editor if data from submitted research has been used in other publications.

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If you experience any problems, please refer to the detailed “Author Tutorial” guide available on the Editorial Manager Web site. If you still need assistance, contact the Editorial Office: Rebecca F. Cady, Children’s National Medical Center, 2233 Wisconsin Avenue NW, Suite 317, Washington, DC 20007.

### **Manuscript Preparation**

Unless otherwise stated here, prepare manuscripts according to the American Medical Association (AMA) *Manual of Style* (10<sup>th</sup> edition).

Although not necessary, query letters allow the editor to indicate interest in, and developmental advice on, manuscript topics.

The maximum manuscript length is 18 double-spaced pages, including figures, tables, and references. As a general rule, an 18-page paper should have no more than 4 figures or tables.

Tables and figures should be placed in the back of the manuscript after references. Tables must be numbered consecutively with Arabic numbers, double spaced, and have a title at the top. Figures and tables must be cited in numerical order in the text.

If the author would like to submit art electronically, the images may be sent as a Tagged Image File Format (TIFF) or as an Encapsulated PostScript (EPS) file in Adobe Illustrator®, Adobe Photosho®, or QuarkXPress®. A laser proof must accompany the electronic art that is being submitted on disk.

Number pages consecutively in the upper right corner starting with the title/author biography page. Do not justify the right margin. Do not use running headers or footers.

Subdivide the manuscript into main sections by inserting subheads in the text. Subheads should be succinct, meaningful, and similar in sense and tone.

References are placed at the end of the manuscript and typed double-spaced. References are cited consecutively by number and listed in citation order in the reference list. Examples are listed below:

- (Journal) Cook T. The effectiveness of inpatient case management: fact or fiction. *J Nurs Adm.* 1998;28(4):36—46.
- (Book) Powell S. *Case Management: A Practical Guide to Success in Managed Care.* Philadelphia: Lippincott Williams & Wilkins; 2000:25?35.
- (Legal Cases) *Herrick v. Lindley*, 391 N.E. 2 d 729, 731 (Ohio 1979).
- (Statutes) *Administrative Procedure Act* 6,5 U.S.C. 555 (1994).
- (Code) 22 U.S.C. 2567 (Supp. I 1983).

Each of the following should be placed on a separate page: 1) A 50- to 75-word abstract that stimulates the readers' interest in the topic and states what the readers will learn or how they will be better off after reading the article; 2) A title/author biography page. The author's biographical information includes name, credentials, position, place of employment, city, state and e-mail address. EXAMPLE: Alice M. Jones, PhD, RN, Vice President of Patient Care Services, Brown Community Hospital, New York, New York; 3) Reference list; 4) Acknowledgments; 5) Illustrations. The title page must also include disclosure of funding received for this work from any of the following organizations: National Institutes of Health (NIH); Wellcome Trust; Howard Hughes Medical Institute (HHMI); and other(s).

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