

INSTRUCTIONS FOR AUTHORS

Purpose of the Journal

Quality Management in Health Care (QMHC) is a blind-peer-reviewed journal that provides a forum for our primarily US-based readership to explore the theoretical, technical, and strategic elements of quality management, and assists those who wish to implement this discipline in health care. In particular, it:

- Links organizational and management theory and science to the practice of quality management.
- Builds knowledge about customers, processes, and statistical thinking in health care.
- Encourages research and evaluation of quality management methods and related strategies for organizational change.
- Fosters the application of quality management sciences to patient care processes, clinical decision making, and value-based reimbursement.
- Enhances cooperation and communication among health care suppliers, providers, payers, and regulators in efforts to disseminate quality management in health care.
- Establishes links among the various disciplines and components of quality management including organizational behavior, systems research, statistics, leadership theory, quality assurance, outcomes research, survey research, and health care delivery.

Journal Content

QMHC welcomes original manuscripts on the subject of quality management, which are prepared in accordance with these objectives. The Journal intends to publish original research, theoretical papers, commentaries, review articles including narrative reviews, systematic reviews and/or meta-analysis, and a limited number of quality improvement project reports. Examples of appropriate research topics include: tests of organizational theories in practice; the relationships between quality management and care improvements or cost reductions; the efficacy of or new applications of specific tools and methods in health care; and the determinants of successful organizational change. A variety of study designs, from prospective controlled trials to observational studies, is acceptable. Single-site reports are not preferred.

Types of Manuscripts Considered

Original Research

Original Research articles present original quantitative, qualitative, or mixed methods research.

Word limit: 3,000 words, excluding title, authors, abstract, keywords, figure legends, tables and table titles and/or footnotes, acknowledgments, disclosure statements, references. Appendices count against the word limit.

Abstract: Standard abstract of 400 words featuring sections for Background and Objectives, Methods, Results and Conclusions.

Figures and Tables: Maximum of 10 total figures and/or tables.

References: Maximum of 100 references.

Review Articles (may be Narrative or Systematic)

Word limit: 5,000 words, excluding title, authors, abstract, keywords, figure legends, tables and table titles and/or footnotes, acknowledgments, disclosure statements, references. Appendices count against the word limit.

Abstract: 400 words. Structured headings are not required.

Details on the study selection and inclusion process and on the participants in each selected study should be included. For systematic reviews, report inclusion and exclusion criteria and strength of evidence grading. Narrative reviews must indicate target audience, provide an overview of important historical developments and trends in the field/topic reviewed, and identify gaps in the literature.

Figures and Tables: Maximum of 10 total figures and/or tables.

References: Maximum of 150 references.

Perspectives/Commentaries

Perspectives present opinions and insights on a current topic, describe novel hypotheses, or consider controversial issues, including legal, policy, and ethical issues. These articles may provide critical commentary on recent advances and future directions and discuss implications for quality management. The perspective and points in the article should be supported by relevant literature.

Perspectives should include the following components:

Word limit: 3,000 words; excluding title, authors, abstract, keywords, figure legends, tables and table titles and/or footnotes, acknowledgments, disclosure statements, references. Appendices count against the word limit.

Abstract: 400 words. Structured headings are not required.

Text: Introduction and a Conclusion are mandatory

References: Maximum of 50 references

Quality Management Application

These articles may present a “how to” vignette or single-site study. Submissions should focus on practical applications with implications for further research. The perspective and points in the article should be supported by relevant literature.

Quality Management Applications should include the following components:

Word limit: 3,000 words; excluding title, authors, abstract, keywords, figure legends, tables and table titles and/or footnotes, acknowledgments, disclosure statements, references. Appendices count against the word limit.

Abstract: 400 words. Structured headings are not required.

Text: Introduction and a Conclusion are mandatory

References: Maximum of 50 references

Letters to the Editor:

Short comments on topics/ findings relevant to quality management.

Abstract: None.

Special Notes: Include a letter salutation, closing and signatories. Provide the standard title page, but no running head or Keywords. The Editors may choose to invite the authors to submit a response to the Letter. Not peer reviewed.

Text: 3-page limit.

Figures and Tables: Maximum of 1 total figure and/or table.
References: No more than 5 references.

Editorial Policy

Manuscripts are considered for publication if they are submitted only to this journal and the author has not published duplicative work elsewhere. One author should be the primary contact. The journal is not responsible if a manuscript is lost. Authors should keep a copy of their manuscript.

Manuscript Review

Representatives of the Editorial Board and other expert peer reviewers conduct blind reviews of each manuscript considered for publication in QMHC. All manuscripts considered for publication will be peer-reviewed anonymously by a minimum of two peer reviewers. Acceptance of manuscripts is based on the reviews and the Editor's decision. Accepted manuscripts will be edited to conform to the standards of the journal.

Reviewers and editors assess manuscripts using the following criteria:

- consistency with the objectives of QMHC;
- clear and grammatically correct English expression;
- concise, logical ordering of ideas;
- rational argument and defense of original ideas;
- use of sound methods of research or other forms of scholarly investigation;
- appropriate references to existing literature;
- relevance to the QMH readership (located primarily in the US);
- timeliness of subject matter including age of citations.

Submitting Manuscripts

All manuscripts must be submitted online via the Journal's Editorial Manager™, at <http://www.editorialmanager.com/QMH>

First-time users: Please click the Register button on the Editorial Manager home page (<http://www.editorialmanager.com/QMH>). Enter the requested information to complete your registration. Upon successful registration, an email containing your user name and password will be sent to you. Please be sure to enter your email address correctly; if an error has been made or an incorrect email address has been provided, you will not receive this notification.

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Authors: Click the log-in button on the Editorial Manager home page, enter your username and password, and click on Author Login. Click on the Submit Manuscript link to begin the submission process. Be sure to prepare your manuscript according to the requirements laid out in

these author instructions. Following submission to the journal office, you will be able to track the progress of your manuscript through the system.

If you experience any problems with Editorial Manager or have any questions, please contact the Editorial Office: QMHCmanagingeditor@gmail.com

Manuscript Checklist for Authors

Authors should pay particular attention to the items below before submitting their manuscripts.

- Create manuscript in Microsoft Word.
- Double-space the manuscript (including quotations, lists, and references, footnotes, figure captions, and all parts of tables), leave one-inch margins and do not justify text.
- Include a 400-word abstract (see below for structure)
- Order the manuscript following the manuscript content sections. Absolutely NO author contact information should appear in any section except the title page.
- Write in English, using correct grammar and a scholarly (not colloquial) style. QMH prefers use of active voice.
- Use the American Medical Association Manual of Style for all citations and the reference section.
- Enter classifications for your manuscript.
- Recommend suitable reviewers for the manuscript with institutional or corporate email addresses. Do NOT nominate reviewers from your own institution. We may not use the reviewers that you nominate.
- Each author must sign his or her own copyright transfer. It can be downloaded here. Please sign electronically, save it to your desktop and load with your submission. [Http://edmgr.ovid.com/qmh/accounts/copyrightTransfer.pdf](http://edmgr.ovid.com/qmh/accounts/copyrightTransfer.pdf)
- Revised manuscript: Requires an additional file: “editor’s final version,” which is a complete, unblinded version of the manuscript, including title page.

Manuscript Contents

Each manuscript must include the following:

- Title page including
 - title of the article,
 - author names (with highest academic degrees) and affiliations (including titles, departments, and name and location of institutions of primary employment),
 - corresponding author's name and complete address including email,
 - any acknowledgments, credits, or disclaimers, and
 - 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).

- Abstract of 400 words or fewer describing the main points of the article. If it is a research article, prepare a structured abstract describing:
 - Background and Objectives, including what was observed or investigated
 - Methods, including the number and type of participants or study subjects, the setting, study design, years of intervention or data collection, and analytic approach.
 - Results
 - Conclusions, including implications for institutional policy, quality management and managerial practice.
 - Include 3-5 keywords that describe the contents of the article corresponding to keywords in the National Library of Medicine's Medical Subject Headings (MeSH).
 - Do not cite references in the abstract.

- Background/Introduction section
 - Do not exceed 1 page, assume the reader is familiar with the topic.
 - Reference relevant and recent literature
 - Spell out abbreviations and acronyms at first use in text.

- Methods/Results/Discussion sections
 - Indicate approval or exemption from review by Institutional Review Board or other ethics panels for the protection of human subjects for original research and/or work involving human subjects.
 - Indicate statistical or qualitative analysis software packages, and versions, used to conduct in analyses.
 - Offer clear indication of the placement of all tables and figures in text.
 - Cite tables consecutively.
 - Cite figures consecutively in your manuscript. Number figures in the figure legend in the order in which they are discussed. Upload figures consecutively to the Editorial Manager web site and number figures consecutively in the Description box during upload.
 - Provide written permission, including complete source, for any borrowed text, tables, or figures.

- References
 - Any idea, text, table, figure or other material that has come from an author or source not included in the authorship of your manuscript must be appropriately cited (including your own past work).
 - References must be cited in text and styled in the reference list according to the American Medical Association Manual of Style, Ed. 10, Copyright 2007.
 - References should not be created using Microsoft Word's automatic footnote/endnote feature.

- References should be included on a separate page at the end of the article and should be double spaced.
- References should be numbered consecutively in the order they are cited; reference numbers can be used more than once throughout an article.
- Page numbers should appear with the text citation following a direct quote.

Here are some examples of correctly styled reference entries:

Journals: Author, article title, journal, year, volume, inclusive pages. Doe J. Allied medical education. *JAMA*. 1975;23:170–184. Doe J. Drug use during high school. *Am J Public Health*. 1976;64(5):12–22.

Books: Author, book title, place of publication, publisher, year. Farber SD. *Neurorehabilitation: A Multisensory Approach*. Philadelphia, Pa: Saunders; 1982. Winawar S, Lipkin M. Proliferative abnormalities in the gastrointestinal tract. In: Card WI, Creamer B, eds. *Modern Trends in Gastroenterology*. 4th ed. London, England: Butterworth & Co; 1970. For multiple authors in journals and books:

- If six or fewer, list all authors
- If more than six, list the first three followed by et al.

Figures

Learn about the publication requirements for Digital Artwork: <http://links.lww.com/ES/A42>. Create, Scan and Save your artwork and compare your final figure to the Digital Artwork Guideline Checklist (below). Upload each figure to Editorial Manager in conjunction with your manuscript text and tables. Each Figure must stand alone.

- Artwork should be saved as TIFF, PDF, Word Doc, PPT, or EPS files.
- Artwork is created as the actual size (or slightly larger) it will appear in the Journal. (To get an idea of the size images should be when they print, study a copy of the Journal to which you wish to submit. Measure the artwork typically shown and scale your image to match.)
- Crop out any white or black space surrounding the image.
- Diagrams, drawings, graphs, and other line art must be vector or saved at a resolution of at least 1200 dpi. If the art is created in an MS Office program, convert to a hi-res PDF. If the PDF creation process is unfamiliar then submit the MS Office doc.
- Photographs, radiographs and other halftone images must be saved at a resolution of at least 300 dpi.
- Photographs and radiographs with text must be saved as postscript or at a resolution of at least 600 dpi.
- Each figure must be saved and submitted as a separate file. Figures should not be embedded in the manuscript text file.

Tables

- Tables must be in Microsoft Word format. NO EXCEL files.
- Number tables consecutively and supply a brief title for each.
- Include explanatory footnotes for all nonstandard abbreviations. For footnotes, use the following symbols, in this sequence: *, †, ‡, §, ||, **, ††, etc.
- Cite each table in the text in consecutive order.
- If you use data from another published or unpublished source, obtain permission and acknowledge fully. Include a source line. Type "Source: Author" on tables that you created.

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