

Author Guidelines

The Association of Healthcare Internal Auditors (AHIA) publishes two peer-reviewed professional journals for its members:

New Perspectives – A quarterly printed journal that covers up-to-date information, trends and issues in the healthcare industry and auditing profession. Areas of interest to our readers include financial and operational auditing, compliance, medical auditing, technology, management and consulting.

Digital Insights – A bi-annual digital-only publication that complements and supplements *New Perspectives* with additional coverage.

Most of our members are employed by or provide professional services to hospitals, health systems and health plans. They are interested in relevant topics with practical guidance that they can apply in their jobs.

Guidelines

The following guidelines will help you in authoring articles for publication in our journals.

Do's

Write in a straightforward, clear style.

Begin with a concise introduction (100 words or less) that explains the purpose of your article and why our readers would be interested in it.

Include explanations in the article about topical relevancy and practical application to the work of healthcare internal auditors.

Include risks, controls and actions that can be taken to manage risks.

When applicable, include audit tools or templates that can be an exhibit to the article.

Write in an active voice rather than passive voice wherever possible. (Active: Mary read *New Perspectives* in one day. Passive: *New Perspectives* was read by Mary in one day.)

Break your article into separate sections with subheads so that our readers can easily digest your content.

Use bullet points and other reader assists.

Use graphics to emphasize, clarify and illustrate points and concepts in the article and add visual interest.

Provide graphics in the original format/software, JPG or pdf. Target a word count near 2,000 (not a limit). Two-part articles will be considered.

Anticipate readers' questions.

Include your biographical and contact information, limited to 35 words, at the end of your article.



Don'ts

Use the first person.

Cover topics generally or fail to provide practical action steps to identified risks and issues.

Use excessive jargon and not define the jargon you must use.

Write with scholarly formats and styles.

Use footnotes unless they provide value to our readers.

Apply formatting (except in headings).

Use all capitals (CAPS) or excessive capitalization.

Use graphics from other sources without citing those sources.

Include copyrighted work without permission to use it.

Provide a submission with more than three authors, unless expressly approved by the Editor.

Promote specific products or services.

Cover topics that are not relevant to healthcare internal auditors.



Review and editing process

You will be sent an acknowledgement when your submission is received. Two members of the Editorial Board, selected for their knowledge of the topic, will receive a blind copy of the manuscript (i.e., the author's name and employer are removed).

The peer reviewers will evaluate the manuscript based on:

- Interest to our readers
- Quality of writing
- Technical soundness
- Timeliness
- Originality

Peer review and initial editing takes approximately 4-6 weeks. After that time, you will be advised of acceptance.

Our editing process is intended to produce a published version that conforms to our style, format and length conventions—and retains your intended meanings and messages. Editing will generally follow *The New York Times Manual of Style and Usage*. The editor may suggest changes that are minor or extensive, including modifying text, titles and style, and adding content.

A copy of the edited manuscript will be sent to you so that any questions can be answered and inaccuracies can be corrected before publication. Dialogue between the editor and the author is part of the final editorial process.

Copyright

AHIA assumes sole copyright of any articles published in *New Perspectives* and *Digital Insights*. Articles published elsewhere are not acceptable. Requests for reprinting or posting your published article must be directed in writing to AHIA at info@AHIA.org.

Submission requirements

Submit by email in a Word document with limited formatting and include a head-shot photograph (jpg format, preferably at least 300 dpi) of all authors.

With your submission, disclose any actual or perceived conflicts of interests, including financial, commercial, legal or professional relationships that you or your employer may have with the AHIA, its Editorial Board, employees and contractors, or any of the products, services or topics discussed in your article.

Submission deadlines

New Perspectives

Summer Issue – January 31
Fall Issue – April 30
Winter Issue – July 31
Spring Issue – October 31

Digital Insights

Summer Issue – March 31
Winter Issue – September 30

Submit articles and questions to:

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New Perspectives and *Digital Insights*
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