



## ARTICLE SUBMISSION GUIDELINES

- All articles must be typed and double-spaced
- Email your submission in MS Word, no pdfs
- Leave a one-inch margin on the top, bottom, and sides
- Use upper and lower-case letters, no logos, fancy fonts, text boxes, etc.
- Include a cover page with the following information:
  - Author's name, (degrees, certifications)*
  - Place of employment*
  - Position*
  - Address*
  - Phone*
  - AAHAM Chapter Affiliation (if any)*
  - Email Address*
- Any article submitted for reprint in must be accompanied by permission from the original source to reproduce. If the actual author is submitting the article, this constitutes permission.
- Do not use abbreviations
- If you submit charts, pictures or artwork with your article, indicate your preference as to where you would like these placed in the body of the article.
- All photos become the property of AAHAM. Each picture should be accompanied by a listing of all individuals in the picture (left to right). High resolution black and white pictures reproduce better than color ones
- All articles are subject to editing by AAHAM. AAHAM reserves the right to hold articles for future issues.

Email submissions to: The Journal of Healthcare Administrative Management  
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