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
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  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
sharon@aaaham.org

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