

Submission Guideline

Health Information Management is the specialized journal of School of Management and Medical Information Sciences at Isfahan University of Medical Sciences, Iran, which aims to disseminate the results of researches, hypotheses, and scientific achievements in the fields of health information management, health information technology, medical informatics, librarianship, medical information sciences, and health services management in order to improve the quality of research, training, exchange and development of learning experiences, and new scientific achievements. The various parts of the author guidelines are listed below:

Subjects

- Types of articles
- Submission method and requirements
- Components of the title page and the main text
 - A. Title page
 - B. Main text
- Article file format
- Legal and ethical policies of publication
- Priorities and journal regulations
- Highlights in writing an article
 - A. Tips on article content
 - B. Correct writing and editing
- Article review process
- Reference style

Types of articles

This journal publishes the following types of articles.

Editorial

Editorial article is the statement of the viewpoint from the Editor-in-Chief or editorial board members to provide solutions to a question or policy or decision by means of presenting the valid documentation. Editorial article includes Introduction, Conclusion, and References, with a maximum of 1000 words.

Original Article

Original article is a concise and complete scientific report based on a research project. These articles include Title, Persian abstract, Main text (Introduction, Methods, Results, Discussion, Conclusions, Recommendations, and Acknowledgments), References, and English Abstract, with a maximum of 4000 words. Structured abstract has maximum of 250 words.

In qualitative studies, the structure is similar to original research articles with a maximum of 5000 words.

Review Article

Review articles are presented in the following types:

A) Narrative review, also known as Unsystematic or Descriptive Article: This article includes Title, Persian Abstract, Main text (Introduction, Methods, Describing the article, Conclusion, Recommendations, and Acknowledgments), References, and English Abstract. Article has maximum of 4000 words. Unstructured abstract has maximum of 150 words.

B) Systematic Review or Analytical Review Article: This article includes Title, Persian Abstract, Main text (Introduction, Methods, Results, Discussion, Conclusions, Recommendations, and Acknowledgments), References, and English Abstract, with maximum of 5000 words. Structured abstract has maximum of 250 words.

Short Communication

Short Communication is similar to research articles with few findings. This article includes Title, Persian Abstract, Main text (Introduction, Methods, Results, Discussion, Conclusion, Recommendations, and Acknowledgments), References, and English Abstract, with maximum of 2000 words. Structured abstract has maximum of 150 words.

Case Study

The findings in this article are limited to a particular issue or case. This article includes Title, Persian Abstract, Main text (Introduction, Methods, Results, Discussion, Conclusion, Recommendations, and Acknowledgments), References, and English Abstract, with maximum of 2500 words. Structured abstract has maximum of 150 words.

Expression of an Experience

This type of articles includes issues as description of the program designing or performance, process modification or planning new process, using new technologies and its effect on an organization, concluding a specific contract, technical and non-technological innovations, establishing an organization, and all affairs and processes that have useful lessons for audiences. In Expression of an Experience, the different steps of work, the reason of it, and the results and aspects of it will be explained in detail and close to the real situation. This article includes Title, Main text (Introduction, Description of Experience, Results, Outcomes and Achievements (Discussion), Conclusion, Recommendations, and Acknowledgments), and References, with maximum of 2000 words.

Letter to the Editor

This article is written for three purposes: To state an opinion about a particular or important topic, to explain something as complex idea; To provide comments on an article published in the journal (to criticize article); and To reply to others' comments about your article (response to critical article). Letter to the editor includes an Introduction, Conclusion, and References, with maximum of 700 words.

Submission method and requirements

Submission is done online on the journal website. After the article is structured as the journal guidelines, the corresponding author should upload following files to the website:

1. The article based on instructions without the name of the authors.
2. The title page containing author(s) institutional affiliation and corresponding author's e-mail.
3. Completed copyright form including the signatures of all authors based on the priority that is listed in the article (<http://him.mui.ac.ir/Documents/Taahodnameh.pdf>).
4. Signed form of the payment (<http://him.mui.ac.ir/Documents/TaahodPardakht.pdf>).
5. Data gathering tool for researches that have used the tool (if the referees or editor of journal ask for it).

Note: The authors can suggest two reviewers with relevant expertise on the subject of the article and upload a word format file with information about the potential reviewers including

organizational affiliation, email address and mobile phone number (Journal can select them or not).

Components of the title page and article

A. Title page

- Title should be brief and concise, and consistent with the work presented in the study.
- Do not use general terms in the title, like “investigation”, if it can be deleted.
- Write the title as a phrase and not a sentence.
- Do not use abbreviations in the title. If it is used mention the full form.
- It is highly recommended not to use more than one hundred letters or eight words.
- Running title, a short title printed at the top of text pages, should be written in less than 20 characters
- Article type should be identified (e.g. original article, short communication, review (narrative or systematic) article, case study, letter to the editor, etc.)
- Authors information should be listed as name, surname, academic rank (Professor, Associate Professor, Assistant Professor, MSc, BSc,...), field names, organizational affiliation including research center or division name, department, school, university, city, country and e-mail address of the corresponding author (whom will be sent the journal and other readers' correspondences).
Example: **Assistant Professor, Health Information Management, Health Information Technology Research Center, Isfahan University of Medical Sciences, Isfahan, Iran**
- Conflict of interest. The authors should disclose the presence or absence of conflict of interests as the last entry on the title page.

B. Main text

- Article Title
- Text (Introduction, Methods, Results, Discussion, Conclusion, Recommendations, and Acknowledgments)
 - Acknowledgment (thanks to individuals or organizations, and articulate organizational support)
- Supporting organization(s). The organization(s) or center(s) which have supported the research or thesis should be noted. If there is no institutional funding, also it must be declared. If the organization has not proposed a specifically written standard, use this format:
 - This article resulted from an independent research without financial support.
 - This article resulted from MSc thesis No ... and research project No ... funded by ...
 - This article resulted from PhD thesis No ...
 - This article resulted from research project No ... funded by ...
- References: References are written in accordance with the Vancouver style and are numbered from one based on the presence in the text respectively (at the end of the sentences parenthesis is opened and the number of references is written and parentheses close and the full stop is put). There is a reference writing guide and there are some examples at the end of this section that can be studied (it is recommended using EndNote or other reference software).
- English Abstract: Title, Introduction, Methods, Results, Conclusion, Keywords.

Notice: Keywords should be selected from [MeSH](#) (not specific names). There must be 3-5 keywords.

Text Formatting

Articles should be submitted in Word 2003 or 2007.

- Use Author guidelines for article preparation.
- Do not impose any specific page layout.
- Use one-column layout for article preparation.
- Use 13-point B Mitra for text.
- Use 12-point B Mitra for Persian abstract.
- Use 12-point Times New Roman for English abstract.
- Use 1.15 line spacing for whole the article.
- All articles should be submitted to journal via submission link <http://him.mui.ac.ir/index.php/him>

Legal and ethical policies in publication of articles

All authors must adhere to the standards of medical ethics, research ethics, and writing conditions as follows:

- Stating the names of the authors based on [Committee on Publication Ethics \(COPE\) guidelines](#) including: 1- Considerable participation of all authors in presenting ideas and the study design or data collection or analysis and interpretation of data, 2- Drafting the article or scientific review, 3- Final approval of the article that is submitted, and 4- Proper accountability and to guarantee the accuracy of all sections of the article.
- Journal corresponds only with the corresponding author (based on Copyright form) but all the authors are responsible for the accuracy of contents.
Copyright form must be signed by all authors based on the order that is listed in the article. In any case, the corresponding author is ready to meet the cases of other authors' right. Legal responsibility of not to include the name and signature of other researchers in the articles, the authors' name order, the presence or absence of a person as the author is for corresponding author (representing all authors) and the journal does not accept any responsibility about the mentioned issues.
- It is better not to add or remove the names of the authors. If necessary, in case of having the conditions for authorship (based on this author guide) before publishing the article, the issue can be investigated and answered through letters to the editor (with stating the reasons for change) and upload the new commitment form signed by all the authors on the site.
- Authors are required to disclose any conflict of interest about 1- authors and the order of their names in the article, and 2- organizations and institutions supported the article that have influenced the results of research or findings interpretation.
- As disclosing the conflict of interest is a part of research ethics, the journal has the right to decide about the articles that have not declared conflict of interests and is not responding to the complaints in this regard by authors and supporters.
- The author(s) is required to name and acknowledge all individuals and organizations that have supported and helped their research in Acknowledgments section.
- Articles must not be previously published in any other journal, also must not be under consideration for review or publication in any other journal. If its abstract has already

been presented at scientific conferences, the date and full details of the conference should be declared. If the corresponding author does something against this law, the journal will archive or retract the article (if published), and refuses to receive other manuscripts from the author(s) for the specific time period.

- It is essential to keep the participants' information confidential. Besides, health information, medical and patient's privacy, and sometimes the names of enrolled organizations should be kept protected. In this regard, the protection of human subjects Code taken from the [Declaration of Helsinki](#) should be considered.
- Taking someone else's work or ideas and passing them off as yours is considered as plagiarism which encompasses a broad range of consciously misusing of others' words or a deliberately copying their or even your previous sentences without indicating the reference. Plagiarism also includes direct copying others' work without proper information based on rules, quotations without using quotation marks, using others' work by making small changes so that the meaning and form and the main idea is unchanged, references that author has not studied personally, mixing the different components of the different projects together and present it as something new and integrated, stating to have roles in a teamwork more than real effort, stating to do the research solely while other people have had a serious role in it, using others' ideas or phrases even verbally without citing references. In this regard, the university and the relevant organization cannot use a copied article for the promotion of a faculty member or/and the offender student cannot be graduated using the copied article.
- If the corresponding author decides to withdraw the article before the reviewing process, he/she can submit his/her article for publication in another journal and must inform the journal officially before taking action. If the corresponding author withdraws the article in any stages of reviewing, revision, editing and getting the final acceptance without informing journal officially, the journal does not receive any article from those authors to the specific time period based on the amount of damages or violation.
- Author(s) should not distort and manipulate the data and findings. In case of detection of such situation and in proportion to the seriousness of the offense, author(s) will be referred to the institutional ethics committee and publication will be avoided at each stage. If the article is published, the issue will be announced on the journal website, the sponsor institutes will be informed and the journal does not accept further articles from this author(s).
- Unnecessary use of references in order to increase them in the article is not allowed.
- The journal has the right to edit, publish, or reject the article.
- All content and materials of the Health Information Management journal are under the terms of Creative Commons license ([Attribution-NonCommercial 4.0 International](#)) and are for non-commercial use. It is forbidden to change, publish and submit any contents of the journal without mentioning the name of the journal and will be legally followed.
- Journal decision about lack of ethics, misconduct or fraud in the article will be made according to the type and importance of the problem. The issue will be discussed in the editorial board, separately for each case, and one or more of the following decisions will be taken about them: to archive the publishing article or to retract the published article, not to accept article from those authors for a certain time or permanently, to state the case in the next issue if necessary to inform readers, correspond and inform the sponsor organization about the abuse, request for stating the case in the university or Ethics Committee of Iranian Ministry of Health and Medical Education, and executing the verdict accordingly.

Priorities and regulations of the journal

1. Innovative and novel articles in terms of the subject, methodology and findings, and feasible and demand-driven articles which are brief, rich, and short have priority for being in the review process.
2. As research requires teamwork, the researchers' full name and surname should carefully be written and their contribution should be clarified. The priority of being in the review process is for group-based articles.
3. The priority of being in the review process is for "new research articles" i.e. the articles which there is less than one year from their data collection.
4. Journal may suggest the author present the article as a short communication during the process of reviewing the manuscript.
5. The articles that have not met the criteria of the journal guideline will be archived.
6. Based on the decision made by the editorial board on Nov. 12. 2016, articles that have already been archived by the journal will not be accepted in case of submitting again. If there is any complain, author(s) should correspond with a journal about the reason for previous rejection, and then proceed according to the journal decision.

Article review process

1. Submitted articles will be investigated in terms of the subject, aims and scopes of the journal, and novelty and innovation. Review and decision-making will be done by the editorial board and based on the report that the editor presents. At this stage, the article status will be clarified within maximum one week and the result will be sent to the corresponding author. If the subject relevancy and priority are approved, the second phase of the review begins.
2. At this point, the manuscript will be investigated in terms of the structure, the implementation of the Guidelines and the number of words. If it does not meet the criteria, the article will be rejected.
3. If the article successfully passed the previous steps, the article will be sent for at least four to five scientific reviewers anonymously. After receiving three reviews, comments will be sent to the corresponding author.
4. Two-week deadline has been considered for the author(s) to revise the article and upload it to the website along with the letter to reviewers, indicating how the revisions have been done. If more time is needed, the respected corresponding author must inform the journal before the deadline in a written letter or via e-mail. Otherwise, the journal is not responsible for the continuation of the review.
5. The revised article will be checked with reviewers' comments by the journal. It will be sent to reviewers again if necessary. Reviewers' approval is necessary for next step. Not to do fully revisions leads to repeated process and delays in the review. In case of the absence of revisions, the article will be archived after the deadline.
6. With the approval of the revisions, a payment fee letter will be sent to the corresponding author. After uploading the receipt of the payment document, an initial acceptance letter of the article will be sent to the corresponding author if it is requested, and the article will be considered for publication on a specific issue.
7. The article PDF file will be sent to the corresponding author for final confirmation. All authors are responsible for review and final approval of the article within 48 hours. If more time is needed, the respected corresponding author must inform the journal before the deadline in a written letter or via e-mail. Not to receive a response within the deadline means that authors have confirmed the article. The journal is not responsible for authors request for any changes after the deadline.

8. The article will be placed in the waiting list for publication after final confirmation by the authors.

Publication fee

Accepted articles are subjected to one million and five hundred thousand Iranian Rials (IRs) publication fee (a five hundred thousand IRs discount will be imposed in case that the first and corresponding authors are affiliated to University of Medical Sciences). Please take note that the final fee will be received according to the latest decree of Vice-Chancellor of Research and Technology of Isfahan University of Medical Sciences. This is the case for the articles in all stages of review process including in review and publishing steps.

The author is required to send the money to the account number "4975761007" of Mellat bank (Isfahan University of medical sciences branch with SHEBA No.58012000000004975761007), and then send a scanned copy of the transfer fee transaction receipt to the Journal office via fax or E-mail (jim@mng.mui.ac.ir). It is also necessary to insert the ID of the Health Information Management Journal 1141130000000024 on the deposit account before sending a copy.

Reference examples

Books

1-6 authors: Marrel R, McLellan J. *Information Management in Healthcare*. Clifton Park, NY: Delmar; 1998. p. 20-31.

More than 6 authors: Kralewski JE, Hart G, Perlmutter C, Chou SN, Carter M, Green S, et al. *Information Management in Healthcare*. Clifton Park, NY: Delmar; 1998. p. 20-31.

Translated books: Carter M. *Operation research in healthcare*. Trans. Ajami S. Isfahan, Iran: Roshd Publisher; 2013. [In Persian].

Journal articles

1-6 authors: Leviss J, Kremsdorf R, Mohaideen M. The CMIO- a new leader for health system. *J Am Med Inform Assoc* 2006; 13(5): 573-8.

More than 6 authors: Kralewski JE, Hart G, Perlmutter C, Chou SN, Carter M, Green S, et al. Can academic medical center compete in a managed care system? *Acad Med* 1995; 70(10): 867-72.

In other languages than English: Ajami S, Kalbasi F, Kabiri M. Application of medical records in research from the viewpoint of Isfahan, Iran educational hospitals' researchers. *Health Inf Manage* 2007; 4(1): 71-9. [In Persian].

Online journals: Morse SS. Factors in the emergence of infectious disease. *Emerg Infect Dis* [Online]. 1995 Jan-Mar. [cited 1999 Dec 25]; Available from: URL: <http://www/cdc/gov/ncidoc/EID/eid.htm>

Thesis

Youssef NM. *School adjustment of children with congenital heart disease* [MSc Thesis]. Pittsburgh, PA: University of Pittsburgh; 1988.

Conferences

Ajami S, Akbari B. RFID in earthquake information management system: work in progress. *Proceedings of the 2nd National Conference Health System, Risk Management and Disaster*; 2012 Jun 20-25; Isfahan, Iran.

Online resources

Morse SS. Factors in the emergence of infectious disease. *Emerg Infect Dis* [Online]. 1995 Jan-Mar. [cited 1999 Dec 25]; Available from: URL: <http://www.cdc.gov/ncidoc/EID/eid.htm>

Blogs

Tyler R. The Mechanical interface of the Tardis. *Weblog*.

<http://www.darlikcity.org/publication3.html> (Accessed 19 Apr 2006).

Online dictionary

Murchison DF. Dental emergencies. In: *Merck Manual of Diagnosis and Therapy* [Internet]. 18th ed. Whitehouse Station, NJ: Merck; 2009 [last modified 2009 Mar; cited 2009 Jun 23]. Available from: <http://www.merck.com/mmpe/sec08/ch096/ch096a.html?qt=dental&alt>

Email

Hornblower H. (h.hornblower@HMS.Renown.uk) Treaty of Luneville. Email to: Pellew C. (c.pellew@HMS.Justinian.uk) 16 Sep 2005.

The whole content of the Author guidelines of Health Information Management journal was reassessed and approved in a 19th editorial board meeting on April 15, 2017.