

Author Submission Guidelines

Overview

The *Journal of Healthcare Risk Management* (JHRM) is published quarterly by the American Society for Healthcare Risk Management (ASHRM). The purpose of the Journal is to publish original research, trends and new developments in the field of healthcare risk management with the ultimate goal of advancing safe and trusted patient-centered healthcare delivery and promoting proactive and innovative management of organization-wide risk. The Journal is distributed to over 6,000 members of ASHRM.

The *Journal of Healthcare Risk Management* seeks articles that will help risk managers improve their professional performance. The Journal focuses on insightful, peer-reviewed content that relates to patient safety, insurance, legal, leadership, and other timely healthcare risk management issues.

Areas of particular interest include:

- Patient safety
- Risk financing/insurance
- Enterprise risk management
- Leadership
- Healthcare risk management
- Ethics in patient care
- Health information management
- Organizational staffing
- Emergency management
- Occupational and environmental health
- Performance improvement
- Clinical crisis management
- Medication safety
- Risk management information systems

The Publication Process

Previous publication.

Submissions must be original work and not previously published, or under consideration for publication elsewhere.

Abstract or manuscript submission.

Abstracts are required and must be submitted within the body of the article. Brief author bios are so required. [Click here](#) for an example. Although the Journal accepts complete articles for review, authors also are encouraged to submit a brief abstract and outline describing the subject and purpose of the article. (If you have written an article, you may submit the manuscript in addition to an abstract). Articles and abstracts should be submitted electronically to: Journal of Healthcare Risk Management submission site, <https://mc.manuscriptcentral.com/ashrm>

Initial evaluation and feedback by the editorial review board.

The submission will be reviewed by members of the JHRM Editorial Review Board (also members of ASHRM). Following review, the author(s) will be advised of the Board's decision. If an abstract is approved, the author(s) will be asked to submit a manuscript for review.

Subsequent evaluation and feedback.

Following initial evaluation, the author(s) may be asked to revise the manuscript. The Editorial Review Board will review the submission and may offer suggestions to help authors focus on the needs and interests of readers. All manuscripts accepted for publication in the Journal are subject to review and editing by the Editorial Review Board and the publisher (John Wiley & Sons, Inc.).

Copyright Transfer Agreement.

Wiley Author Licensing Services (WALS) enables corresponding authors to complete their agreement via a browser-based interface. The corresponding authors interact with WALS but through Author Services. If your paper is accepted and is co-authored, the author identified as the formal corresponding author for the paper will receive an email prompting them to login into Author Services; where via the Wiley Author Licensing Service (WALS) they will be able to complete the license agreement on behalf of all authors on the paper. The terms and conditions of the CTA can be previewed in the samples associated with the Copyright FAQs below:

CTA Terms and Conditions <http://exchanges.wiley.com/authors/faqs---copyright-301.html>

A signed copyright transfer agreement/license is needed for publication. It is important to promptly complete this agreement within WALs. As part of the manuscript's production process, the journal's production editor will monitor that this is completed before the article can be published. The journal's production editor will check with the corresponding author in case the agreement within WALs has not happened within the required time and investigate toward resolution.

Manuscript guidelines.

Manuscripts should be double-spaced, excluding references charts and figures, and must:

- Include an abstract and brief author bios.
- Address issues specifically for healthcare risk managers
- Present new information or add a new slant to existing literature
- Be research-based or process-based
- Be technically accurate
- Ideally be 3,500 to 7,000 words in length
- Adhere to American Medical Association (AMA) style guidelines

Cover letter.

Submissions should be accompanied by a cover letter including a brief biographical sketch of the author(s) including names (in the order they are to appear), titles, affiliations and locations, along with complete contact information for each author (address, phone, fax and email address).

References.

All references and statements of fact should adhere to American Medical Association (AMA) style and be listed numerically, in order of appearance, at the end of every article. In the text, citations should be numbered consecutively by the corresponding number in parentheses. Abbreviations of journal titles should follow those used in Index Medicus.

References should conform to the following style:

Journal Articles: 1. Brennan TA, Leape LL, Laird N, Hebert L, Localio AR, Lawthers AG. Incidence of adverse events and negligence in hospitalized patients: Results of the Harvard Medical Practice Study I. *N Engl J Med*. 1991;324:377-384.

Books: 2. Aspden P, Corrigan JM, Wolcott J, Erickson SM. *Patient safety: Achieving a new standard of care*. Washington, DC: National Academies Press; 2004.

Journal Articles on the Internet: 3. Wilson JS, Miller JB, O'Neil MW. Crossing the quality chasm: A new health system for the 21st century. *Am Psychol*. 1992;48(6):650-672. <http://www.aopa.org/journals/wilson.html>. Accessed April 12, 2002.

See "Author Submission Checklist" as a guide.

All manuscripts undergo a thorough review process and the Journal Editorial Board does not guarantee that a submission will be published. During this process, all authors are obliged to refrain from distributing their submission to others.

Publication dates and due dates for drafts and final submission for 2017-2018 are as follows (dates are approximate):

Publication Deadlines (2017/2018)

2017 Deadlines	First draft	Final manuscript	Publication	
Q1	August 9, 2016	September 12, 2016	November 2016	January 2017
Q2	November 9, 2016	December 9, 2016	February 2017	April 2017
Q3 ASHRM Conference Issue	February 17, 2017	March 16, 2017	May 2017	August 2017
Q4	May 6, 2017	June 6, 2017	August 2017	November 2017
2018 Deadlines	First draft	Final manuscript	Publication	
Q1	August 9, 2017	September 13, 2017	November 2017	January 2017
Q2	November 9, 2017	December 12, 2017	February 2018	April 2018
Q3 ASHRM Conference Issue	February 17, 2018	March 16, 2018	May 2018	August 2018
Q4	May 5, 2018	June 6, 2018	August 2018	November 2018

Author Submission Checklist

Date: _____

Author name(s): _____

Main contact email: _____

Main contact telephone: _____

The following are attached:

_____ Cover letter (including a brief biographical sketch of the author(s) including names, titles, affiliations and locations)

AND

_____ Abstract/outline

OR

_____ Draft manuscript

Main topic area for abstract or manuscript topic [from list* below]: _____

Please confirm:

_____ This work not previously published, or under consideration for publication elsewhere

_____ Manuscript is double-spaced, excluding references charts and figures

_____ All references adhere to American Medical Association (AMA) style

_____ All authors are aware they will be required to sign a Copyright Transfer Agreement

_____ Abstract and author bios are included

*Topic areas:

- Patient safety
- Risk financing/insurance
- Enterprise risk management
- Leadership
- Healthcare risk management
- Ethics in patient care
- Health information management
- Organizational staffing
- Emergency management
- Occupational and environmental health
- Performance improvement
- Clinical crisis management
- Medication safety
- Risk management information systems

Correspondence.

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