

# 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.

**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):

### Early View

The Journal of Healthcare Risk Management (JHRM) is covered by Wiley's Early View service. Early View articles are complete full-text articles published online in advance of their publication in a printed issue. Articles are therefore available as soon as they are ready, rather than having to wait for the next scheduled print issue. Early View articles are complete and final. They have been fully reviewed, revised and edited for publication, and the authors' final corrections have been incorporated. Because they are in final form, no changes can be made after online publication. The nature of Early View articles means that they do not yet have volume, issue or page numbers, so Early View articles cannot be cited in the traditional way. They are therefore given a Digital Object Identifier (DOI), which allows the article to be cited and tracked before it is allocated to an issue. After print publication, the DOI remains valid and can continue to be used to cite and access the article.

### Publication Deadlines

Issue	Manuscript Due	Published Online	Published Print
40:3   Q1	11/2/2020	1/6/2021	1/13/2021
40:4   Q2	2/19/2021	4/7/2021	4/14/2021
41:1   Q3 ASHRM Conference Issue	5/25/2021	7/7/2021	7/15/2021
41:2   Q4	9/24/2021	10/7/2021	10/15/2021
41:3   Q1	11/1/2021	1/6/2022	1/14/2022
41:4   Q2	2/21/2022	4/7/2022	4/15/2022

### 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.**

All submissions and editorial correspondence should be addressed to:

**Grecelda Buchanan**

*Education and Content Specialist*

American Society for Healthcare Risk Management

155 N. Wacker Drive, Suite 400

Chicago, IL 60606

TEL (312) 422-3984 FAX (312) 278-0505

Email: [gbuchanan@aha.org](mailto:gbuchanan@aha.org)