IFHIMA Global News
Official Publication Guidelines
June, 2016
Revised and Approved, June 2017
Revised and Approved, January 2019

IFHIMA Global News, the International Federation of Health Information Management Associations' (IFHIMA) official publication, is a newsletter designed primarily to provide for the exchange of information and promotion of activities among IFHIMA members and other interested parties.

Global News strives to publish content supportive of the strategic purposes of IFHIMA.
• promote the development and use of health records/information management in all countries
• advance the development and use of international health records/information management standards
• provide opportunities for education and communication between persons working in the field of health records/information management in all countries
• promote the use of technology and the electronic health record

Topics that illustrate industry trends and advancement of the IFHIMA Strategic Plan in areas of Membership, Advocacy, and Knowledge are other areas to which the editorial process and staff assign priority.

Articles published in Global News are considered for the IFHIMA website, and if selected, are forwarded to the IFHIMA webmaster for the appropriate placement.

IFHIMA Global News Article Submissions:

• Authors are encouraged to contact the Editor, *Global News*, prior to submission to ensure relevance of proposed topic, focus, and submittal timeline. *Please note that the Editor and the editing staff (detailed later) are available to assist as you consider writing an article.*

    Articles are to be submitted via email to the Editor, *Global News*, at editor@ifhima.org, or the email address reflected on the IFHIMA website, Global News, or the latest issue of *Global News.*

• Submissions may be made at any time and the Editor will hold articles until the next scheduled publication, or other action is taken.

• IFHIMA may request that articles or photos may be submitted to a third-party file sharing cloud, such as Dropbox, or Box.

Article Format:

- Content must be in English unless arranged in advance with the Editor of Global News.

- The author's full name, degrees, credentials, professional titles, affiliations, and email address **MUST** be included at the close of the article. If there are multiple authors, please indicate this information for each author.

- No more than three (3) professional titles/lines will be included with the author(s) name. The desired three lines describing the author should be clearly indicated. For example
  - Charles Lamb, MD, PhD
  - Associate Professor of Medical Informatics, University of South Central
  - Special Advisor for Mortality Coding, World Health Organization
  - Charles.lamb@uscxx.x

- Articles must be typed, double-spaced and provided in Microsoft Word format. Arial 12 font preferred.

- Articles should not exceed 700 words for a feature article. Features might include Congress highlights, regional meetings, newly founded associations, World Health Organization Family of International Classifications (WHO FIC) activities.

- Secondary articles should not exceed 400 words. Examples might include specific topic updates (informatics, governance, training, HIM practice, privacy)

- Although Global News is not a scholarly, peer-reviewed document, literature references must be provided if relevant, and be in a standard format. IFHIMA recognizes that authors will be from different countries and what is standard for one, may not be standard for another. Therefore, references (when needed) should follow the following format as adapted from the *Bulletin of the World Health Organization*'s Guidelines for Contributors
  - 2.8 Bibliographic references
  - Reference citations should be numbered consecutively as they occur in the text and references should be listed in accordance with the ICMJE recommendations (http://www.icmje.org/icmje-recommendations.pdf). The accuracy of all references is the authors' responsibility and authors are also responsible for dating access to URLs, providing a record of when they were active.

Photographs, Charts, Illustrations

- IFHIMA encourages authors to include *up to three* pictures, graphs, or illustrations to make the article visually appealing. These should be sent as discrete files and NOT embedded in the article.

- Photographs must be submitted in a high resolution format (jpg)

- Photographs, charts, graphs and documents must be legally released for publication with the article.

- Each photograph, chart, graph, or illustration must be accompanied by a very short, 3-10 word descriptive caption, i.e. IFHIMA Past President Angelika Haendel and Dr Margaret Chan, WHO Director General

- If photos are included, they must be clearly identified and captioned and the subject's permission to publish should have been obtained by the Author. Captions MUST accompany the photo submittal.

Content Consideration and Prioritization

Global News strives to balance content that will be of interest to our diverse membership, roughly aligned with the following areas of interest and IFHIMA's strategic plan:

> Feature articles
- National member news including conventions, key national association happenings, and innovation. These article are features as noted earlier in this document.
- IFHIMA Congress Updates, past presentations
- WHO-FIC and other organizations such as International Organization for Standardization (ISO), International Medical Informatics Association (IMIA)
> Secondary articles
- Unsolicited articles from IFHIMA members whose topic addresses HIM practice, as space allows.
- Unsolicited non-member articles will be considered at the sole discretion of the Editorial Advisory Board
- Obituaries of HIM professionals who have made significant contributions in IFHIMA member nations. Obituaries should be less than 250 words, accompanied by a picture

Advertorials

IFHIMA Global News does not allow articles that appear to endorse, either implicitly or explicitly, a vendor product or service. Articles shall be free of vendor bias.

Editing process

- Articles are reviewed on a preliminary basis by the Editor of *Global News* and selectively, at the Editor's discretion, by the IFHIMA President or President-Elect to determine suitability and relevance. Additional input may be sought.

- Authors are notified of accepted articles within four weeks of receipt. Thereafter communication regarding editing of the content may ensue.

- Articles may be held for future issues due to topic relevance, length, submission timeframes and other reasons at the Editor's discretion.

- Suggested or required edits may be sent to the author pursuant to the *Global News* editing process. Said process may include associate editors beyond the IFHIMA Board. Currently associate editors include select IFHIMA Past Presidents and other volunteers.

- Submitted articles exceeding the maximum length may be returned to the author for reducing word count, or the editorial team may make suggestions for reducing the word count and return the new copy ("redlines") to the author.

- Minor edits (typographical errors, grammar corrections) may be made by the editorial team without notice to the author.

- Any rejected articles are returned to the author with an explanation.

Conditions of Acceptance

- Articles are accepted on the understanding that they are the author's original work and have not been published elsewhere unless specific approvals have been secured to allow such re-use. *Such approvals are the responsibility of the submitting author, who must indicate same in the submittal process*.

- Articles cannot be in a form that would violate copyright laws or regulations.

- The author shall notify the Editor if the article is being submitted concurrently for publication elsewhere.

- Articles may not appear to endorse any specific product.

- Authors agree that the articles published in Global News may also be used on the IFHIMA website.

Comments, questions, or concerns should be submitted to the Editor, *Global News*, at editor@ifhima.org or as identified in the IFHIMA website.