



IFHIMA GLOBAL NEWS Official Publication Guidelines

Revised and Approved June 2016, June 2017, December 2019, February 2022,
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IFHIMA Global News, the official publication of the International Federation of Health Information Management Associations (IFHIMA), is a newsletter designed primarily to facilitate the exchange of information and promotion of activities among IFHIMA members and other interested stakeholders.

Global News strives to publish content that supports the strategic objectives of IFHIMA:

- Promote the development and use of health records/information management practices in all countries
- Advance international standards in health records/information management
- Provide opportunities for education and communication among professionals in the field of health information management in all countries
- Promote the use of technology and electronic health records.

The editorial team prioritizes topics that illustrate industry trends and the advancement of the IFHIMA Strategic Plan, particularly in the areas of IFHIMA Membership, Advocacy, and Knowledge.

Articles published in *Global News* may also be considered for the IFHIMA website, and if selected, will be forwarded to the IFHIMA webmaster for the appropriate placement.

IFHIMA Global News Article Submissions:

- Authors are strongly encouraged to contact the Editor of *Global News* editor@ifhima.org, prior to submission to ensure the relevance of the proposed topic, focus, and submission timeline. Please note that the Editor and the editorial staff are available to assist authors as they prepare their articles.



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 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 highlights from Congress, regional meetings, newly founded associations, **and** World Health Organization Family of International Classifications (WHO FIC) activities.
- **Any feature article exceeding 700 words will be edited and shortened by the editorial team. If substantial changes are made, the edited version will be sent to the author for final approval. The author will be given one week to respond by accepting or rejecting the change. If the editorial team does not receive a rejection within this period, it will be regarded as the author's acceptance of the editorial changes.**
- Secondary articles should not exceed 400 words. Examples might include specific topic updates (informatics, governance, training, HIM practice, privacy).



- **Any secondary article exceeding 400 words will be edited by the editorial team. If a substantial change is made, the edited copy will be sent to the author for final approval. The editorial team will allow a week for submission before accepting or rejecting the change. If the editorial team does not receive a rejection, the change will be considered the author's acceptance of the editorial changes to the submission.**
- Although Global News is not a scholarly, peer-reviewed publication, literature references should be provided if relevant and **must be** in a standard format. **IFHIMA recognizes that authors will come from different countries**, and what is standard in one may not be in another. Therefore, references (when needed) should follow the **format below**, 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 the authors are also responsible for dating access to URLs and providing active URLs.

Photographs, Charts, Illustrations

- IFHIMA encourages authors to include **up to three images**, graphs, or illustrations to make the article visually appealing. These should be submitted as discrete files (**separate files**) and **NOT** embedded in the article.
- IFHIMA encourages innovation. This might include audio and visual content, infographics, and other formats.

The author's article submission must meet accessibility requirements and ADA standards, including alternative text, etc.

- 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 (e.g., Former IFHIMA President Angelika Haendel with Dr. Margaret Chan, WHO Director General)

If photographs are included, they must be clearly identified and captioned, and the subject's permission to publish should have been obtained by the author.



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 articles are featured 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 content editing 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.



- 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.
- **Any article exceeding the required word limit will be edited by the editorial team. If there is a substantial change to the article, the editorial team will send the edited copy for final approval. The editorial team will allow a week for resubmission. If the author does not resubmit either accepting or rejecting the change. The change will be considered by the author's acceptance of the editorial team's changes to the submission.**
- Minor edits (typographical errors, grammar corrections, sentence structure) may be made by the editorial team without notice to the author.
- **Any rejected articles will be returned to the author(s) with an explanation of the reason for rejection, and the author(s) may have another opportunity to resubmit.**

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 of any IFHIMA region.
- 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 to the address listed on the IFHIMA website.