

***HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION
NEW JERSEY CHAPTER***

Policy: A11

Title: Focus Article Submission

Date Approved by the Board of Directors: September 9, 2008

Last Reviewed:

Most Recent Revision:

Effective Date: September 9, 2008

Policy: The NJHFMA is committed to providing accurate and timely information to its membership through the bi-monthly publication of the Focus magazine.

Purpose: Articles submitted to the Publications Committee to be considered for publication must conform to a standardized format to allow for ease of review and printing.

Procedure:

1. Articles are to be submitted to the NJ Chapter's Newsletter Editor, or the Chapter Administrator for publication consideration.
2. The articles should be submitted as word documents via email whenever possible.
3. Articles should be double spaced.
4. Articles should not exceed 6 pages double spaced.
5. Should the author require more space, the NJ Chapter's Newsletter Editor, or the Chapter Administrator, must be notified in advance.
6. Articles may not be solicitous in nature. The Publications Committee reserves the right to edit or to refuse to publish an article which it deems to be solicitous.
7. Article submissions must include a brief biography.
8. A photograph of the author(s) is requested, however, it is not required.
9. Author(s) may not refer specifically to any facility (hospital, or other provider) by name in the article being submitted without the written permission of the facility. A copy of the written permission must be supplied to the Publications Committee with the article submission.

10. The Publications Committee must be informed if the article submitted has been previously published in another magazine. If the article has been previously published, appropriate reprint authorization must also be submitted.
11. The Publications Committee reserves the right to edit or refuse to publish any article submitted for publication.