
Information for Authors

These guidelines are in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals."

Manuscript Preparation

Manuscripts should be prepared according to the *Publication Manual of the American Psychological Association, 5th Edition, 2001*. All articles must be original material, not previously published and not currently under consideration for publication elsewhere. Manuscripts should be typed, double-spaced with one inch margins on one side of 8 1/2 × 11 inch paper. Provide a potential running head of less than seven words.

- Upon acceptance **computer disks** of the article should be supplied. The disk should be labeled with article title, author, program, and format.

Titles and Authors' Names

In order to facilitate a blind review, the first page of the manuscript should include the titles, authorship, academic degrees, position, address, telephone number, and a short biographical note of the author(s) for publication with the article. Any grant support requiring acknowledgment should be mentioned on this page.

Keywords

Authors should supply a list of four words, not appearing in the title, which will be used for indexing.

Abbreviations

Except for units of measurement, abbreviations are discouraged. Consult the *APA Publication Manual* for lists of standard abbreviations. The first time an abbreviation appears it should be preceded by the words for which it stands.

Drug Names

Generic names should generally be used. When proprietary brands are used in research, include the brand name in parentheses in the Methods section.

References

References should be limited to those cited in the text and should follow the style indicated in the *APA Publication Manual*.

Tables

Type tables with double-spacing on separate sheets, and provide a title for each. Designate all artwork by placing the citation (Figure 1) or (Table 2) in the text.

Illustrations

Figures should be professionally designed. Glossy black-and-white photographs are requested. Electronic files should be sent as tiff (300ppi) or eps (800ppi).

- Photocopied figures are not acceptable. Symbols, lettering and numbering should be clear and large enough to remain legible after the figure has been reduced to fit the width of a single column.
- The back of each figure should include the sequence number, the name of the author, and the proper orientation (e.g., "top"). Do not mount figure on cardboard.
- If photographs of patients are used, either the subjects should not be identifiable or their pictures must be accompanied by written permission to use the figure.
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Journal of Case Management

The main goal of the *Journal of Case Management* is to disseminate relevant information pertinent to the field of case management. Articles should be applicable to case management practice. They may be reviews of case management programs, explanations of procedures or systems, case studies, innovative ideas for professional development, helpful hints, or other issues common to this field.

Feature articles should be 3000-4000 words (12 to 15 typewritten pages) and include an abstract of no more than 200 words. Authors are encouraged to have their papers reviewed by expert peers prior to submission. Authors may send a query letter and tentative content outline to determine whether there is an interest in the topic. Send query to jzquinn@aol.com or mail to:

Journal of Case Management
5 Juniper Avenue
Westerly, RI 02891

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We request that authors of articles do not have any financial interest in a company (or its competitor) that makes a product discussed in the article. Address questions about this issue to the Editor.

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Review and Action

- Manuscripts are examined by the editorial staff and are usually sent to outside reviewers. Reviewers will comment on accuracy of information, clarity, organization, and originality of the text as well as its relevance to the Journal's audience.
- Authors will be consulted when changes of a technical or substantive nature are made. The responsibility for stylistic changes and necessary cutting as space demands will be assumed by the editorial staff.
- Rejected manuscripts are usually returned to authors within 6 weeks. Decisions about potentially acceptable manuscripts may take somewhat longer.
- All manuscripts accepted for publication are subject to manuscript editing. Complimentary copies of the journal issue in which a finished article appears will be sent to the author(s). Contributors also have the opportunity to obtain offprints.

The Journal of Long Term Home Health Care

The *Journal of Long Term Home Health Care* is interested in articles of 20 pages that investigate current issues and report on program and policy initiatives for the homebound frail elderly. Papers that make a detailed analysis of a topic, forecast developments, and provide the reader with an enhanced perspective are particularly welcome, as well as brief articles written as supplementary pieces or commentaries to articles previously published.

Articles should address an audience primarily composed of home health care professionals but also should be readable by laypersons included in the *Journal's* readership. Author queries should be directed to Drpwb@aol.com or forwarded by mail to:

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