

RADIOLOGY

MANAGEMENT

Editorial Guidelines

Updated: November 2006

Radiology Management is the leading professional journal for managers, directors, and administrators of medical imaging/radiology services. As the official publication of the American Healthcare Radiology Administrators (AHRA), *Radiology Management* strives to provide high-quality information of value to its readers, supplying the management and technology information needed to operate successful radiology departments and imaging centers. Focusing on education, the journal regularly includes columns and feature articles on topics such as healthcare management, staffing, HIPAA, coding, PACS, and technology.

Radiology Management is published six times a year: January/February, March/April, May/June, July/August, September/October, and November/December.

Peer-Review Process

Radiology Management is a peer-reviewed journal. All manuscripts and supporting tables, graphs, illustrations, and photos are submitted to members of AHRA's Editorial Review Board (ERB). Upon review, authors may be required to submit a revised manuscript based upon the reviewers' recommendations. The editor works closely with the author throughout the peer-review process. Manuscripts are published only after approval from the ERB and the editor.

Editing Process

Radiology Management reserves the right to edit, revise, and otherwise change manuscripts to meet the journal's style and standards, but works to collaborate with authors. In each case, a copy of the edited manuscript is provided to the author before the production process begins.

Word Counts

The average word count for a printed *Radiology Management* page is 725; for 2 printed pages, that increases to approximately 1500. Columns usually run from 725 to 1500 words; features usually run from 1500 to 3500 words. These figures should be used as guides when preparing manuscripts for publication.

Style Guide

Radiology Management's style is based on the American Medical Association (AMA) Manual of Style. Manuscripts must include the following:

- Author's full name, degree, title, affiliations (including institution name and location), phone number, fax number, e-mail address, and a brief (2 to 3 sentence) biography.
- Data points for all tables and graphs.
- Accurate and complete references, if applicable. References must be listed in the order in which they appear in the text. Authors should use current reference material (ie, published within the past 5 years).

Tables, Graphs, Illustrations, and Photographs

Radiology Management will recreate tables and graphs when necessary; however, in all cases, authors must provide data points for tables and graphs. Each table, graph, illustration, and/or photograph must be submitted as a separate file; do not embed within the manuscript. All tables, graphs, illustrations, and/or photographs must be numbered in order of their reference within the manuscript. Authors should provide captions and credit lines (if applicable) for all tables, graphs, illustrations, and/or photographs. When submitting photographs, please label each item. When submitting electronic images, supply them as high-resolution (minimum of 300 dpi) jpg, tiff, or eps files.

Letters to the Editor

Radiology Management encourages readers to share their opinions with Letters to the Editor. Letters may not exceed 300 words. Unsigned letters are not considered for publication. Letters may be edited for space and style, but the writer's meaning will not be changed. In cases where a letter addresses a specific article or column, the letter is given to the author of the article or column for a response. Letters are printed as space permits.

Book Reviews

Radiology Management accepts book reviews on management and imaging related topics. The word count should be between 725-1500. Guidelines from the AMA: "Readers of such reviews seek both an overview of the product and an assessment of its quality relative to similar works. Thus, these reviews usually include description and opinion, both of which may extend to broader issues raised by the work. Individual style and expression can be included in these critiques, but supporting evidence for the reviewer's praise or criticism is essential."

Vendor/Consultant Manuscripts

Radiology Management is proud of its working relationships with individuals, firms, companies, and organizations that provide products and services to AHRA members. The journal maintains its integrity by publishing educational manuscripts written by vendors and consultants. It is essential, however, that these manuscripts in no way promote a specific product or service, and they must be substantiated by neutral, unbiased research and/or documentation.

Copyright

Each manuscript is accepted with the understanding that it is to be published exclusively in *Radiology Management*; other arrangements must be made in advance and in writing. Except in cases where other arrangements have been made, authors must sign an agreement that:

- Transfers and assigns all copyright ownership to AHRA in the event the manuscript is published;
- Declares the original manuscript contains nothing that is libelous or unlawful, or infringes on the common law or statutory copyright of any individual, publication, corporation, or any other entity; and
- States the manuscript is not under consideration by other publishers at the time of submission.

Manuscript Publication

Radiology Management cannot guarantee publication of all manuscripts, although every effort is made to do so. In addition, *Radiology Management* cannot guarantee manuscript publication in a specific issue. While priority is given to solicited manuscripts, unsolicited manuscripts are considered for publication.

Materials Submission

Manuscripts and supporting files (tables, graphs, illustrations, and/or photographs) may be submitted via e-mail, FTP, CD, or 3.5” floppy disk (PC format). We recommend submitting large (>1MB) files on CD or 3.5” floppy disk. Text files may be submitted as separate Microsoft Word or as “text only” files. Printed copies of all files should accompany CDs and 3.5” floppy disks.

Send manuscripts, tables, illustrations, photographs, and signed copyright release form to:

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