

JOURNAL OF AMERICAN INSTITUTE FOR HEALTH CARE QUALITY

“QUALITY IN HEALTHCARE, ACCREDITATION AND PATIENT SAFETY”

GUIDE FOR AUTHORS

The Journal of American Institute for Health Care Quality (JAIHQ) is published 3 or 4 times a year (two in English, two in Turkish). This peer-reviewed journal’s chief objective is to provide the latest evidence-based information on continuous quality improvement in healthcare to the readers based on the examples from the field with practical impact.

JAIHQ Publish Politics are included the main subjects listed below:

- a. Research articles, systematic reviews, letters, and case reports on;
 - i. The services provided at primary, secondary and tertiary health care
 - ii. Hospital Management
 - iii. Quality and Accreditation in Health Care
 - iv. Health policy and politics
 - v. Performance Measurements and Improvements
 - vi. Organizational Behavior
 - vii. Strategic Planning

Editorial policy

Manuscripts from authors with new knowledge to contribute to understanding and improving quality in health care are welcomed. We consider contributions in a number of categories. Detailed guidelines are given below for original articles. Much of this (for instance, length of title, and styles of references) applies to all types of contribution and further guidance is given under each heading.

This journal will be bilingual (Turkish and English) and a peer reviewed journal. All articles submitted for publication should not have been published in any other journal before. If it is presented in a congress/conference as oral or poster presentation, this should be mentioned in the article and the name of the congress, the date and the venue should be added into the title page of the article. The articles should be written by Microsoft word using 12 Times New Roman. The names of the authors should be only at the title page and should not be added on the others pages.

Original research articles

The **title page** should carry the following information:

The title of the article: Concise titles are easier to read than long ones. Titles that are too short may, however, lack important information, such as study design. The title however, should not exceed 12 words.

Authors' names: First name, middle initial then last name followed by highest academic degree and institutional affiliations. Manuscripts submitted for publication must be accompanied by an Author Statement Form signed by all authors. This form includes an authorship statement, a financial disclosure statement and a copyright transfer statement. The signed form should be faxed to

Corresponding author: The name, mailing address, telephone, fax numbers and e-mail address of the author responsible for correspondence about the manuscript. The corresponding author should indicate clearly whether his or her e-mail address is to be published.

Abstract Page:

Abstract: All articles should have a structured abstract of no more than 250 words. This should be set out with the following headings (if appropriate): Background, Aim, Design of the study, Setting, Methods, Results, and Conclusion.

Keywords: Up to six keywords may be included, which should be MeSH headings as used in Index-Medicus.

Main text: Articles should follow the traditional format of introduction, methods, results, discussion and references. The text can be up to 3000 words in length, excluding tables, figures, or references. We strongly discourage the use of non-standard abbreviations for medical terms, except where it would otherwise render the text unwieldy.

The **introduction** should be a succinct and up-to-date review of the key articles that have formed the intellectual background of the study. It does not need to be a systematic review, but it should avoid obviously selective quotation of the literature. A purpose statement or a list of objectives of the article should be included here as well.

The **method** section should include a description of setting, patients/population, sampling, intervention, the time that the study took place, instruments used to measure outcomes, methods of data collection and the statistical tests applied (and software used for analysis).

The **results** section should contain all the required information to assess the validity of the conclusions. For quantitative studies, the section should include details of the response rates and numbers lost to follow-up.

Discussion

The subheadings are:

- Summary of main findings;
- Strengths and the limitations of this study;
- Comparison with existing literature;
- Implications for future research or clinical practice.

Up to six **tables** or **figures** are permitted in an article. Pie charts are strongly discouraged. All figures and tables must have a caption.

Tables: For all tables that are borrowed or adapted from other sources, include photocopies of the tables as they appeared in the original source, making sure that complete reference data are included for the original source. Explicit permission should be sought for publishing these tables from the original publisher.

Tables should be interpretable without reference to the text. Each table should have a title and be numbered sequentially with Arabic numerals. Put each table with double-line spacing on a separate page. Use the “Tables” function of your word processor to create the table rather than just using “spaces” and “tabs”.

Figures: The term "figures" refers to illustrations, photographs, radiographs, scans, sonograms, diagrams, graphs, flow charts, algorithms, etc. Authors should transfer copyright ownership of original figures to the **JAIHQ**. For all figures that are borrowed or adapted from other sources, include photocopies of the figures as they appeared in the original source, making sure that complete reference data for the original source are included. Again, explicit permission should be sought for publishing these tables from the original publisher. Clearly identify figures that have not been previously published and are supplied by a person other than the author and include complete contact information for the owner of the material. **JAIHQ** will assist in seeking permission from the copyright owner to publish the material in print and other formats.

Each figure should be submitted as a separate digital file and numbered sequentially as it appears in the text.

At the end of the text and before the references we ask authors to report:

- Funding body with reference number where appropriate;
- Body giving ethical approval with reference number where appropriate;
- Competing interests;

Acknowledgements: Authors should include acknowledgements of all those who have helped with and contributed to the study (including the patients) in the preparation or review of the manuscript who are not authors of the paper. Individuals should only be acknowledged with their expressed permission.

References are presented in Vancouver style, with standard Index Medicus abbreviations for journal titles. Authors should try to limit the number of references to no more than 25. Please number references in the text in the order of citation. Use double-line spacing in your reference list; arrange references numerically, not alphabetically. List the first three authors followed by “et al.”; if there are fewer than three authors, list them all. Note the following examples of reference style:

Standard Journal Article

a. Journal:

- i. Author A.A Name, Authors B.B Name.(Surname of the Author and the capital letter of first name), Title of the Article, name of the Journal, Volume of the Journal, The corresponding pages, the first and the last page number of the article cited.

- ii. Davis, R., Revak J. R., & Crislip, K. E. (2006). Organizational downsizing: a review of literature for planning and research. *Journal of Healthcare Management*, 23, 170–184
 - iii. Kathuria C., Al-Assaf A.F., Akgün S.,(2007), How Can Medical Errors Reporting Be Comprehensive And As User Friendly As Possible?, *Hospital&Life Hastane Formu Dergisi*, January-February;13-21.
- b. Book Chapters:**
- iv. Author A.A Name, Authors B.B Name.(Surname of the Author and the capital letter of first name), Year, Title of the book chapter, Editor A, Editor B, Title of the Book The corresponding pages, the first and the last page number of the book chapter cited, Place of Publication
 - v. Henken, J. (1999). The dynamic capacities of firms. In: M. L. Dupuis, C. E. Falcon, & C. K. Lovett (Eds.), *Technology, organization, and competitiveness* (pp. 10–24). Washington, DC: National Academy Press.
- c. Books:**
- vi. Author A.A Name, Authors B.B Name.(Surname of the Author and the capital letter of first name), Title of the Book, Place of Publication and Company.
 - vii. Zweizig, K. A., Pinkus, R. M., & Vecchioni, T. L. (2000). *Health care management: organization design and behavior*. Philadelphia: Lippincott Williams & Wilkins.
- d. Electronic address:**
- viii. Author A.A Name, Year, The title of the study, the Internet address and the date of retrieved.
 - ix. Simons, D. Gone in 60 seconds: an innovative chain is trying to reinvent the way you get treated for routine ailments. Retrieved June 14, 2005, from www.ensuringsolutions.org.

Brief reports

The guide is the same as for original articles with the following exceptions:

- The abstract need not be structured;
- Authors should limit themselves to no more than six references and two figures or tables;
- The word limit for the abstract is 80 words and for the main text it is 800 words.

Systematic reviews

These are approximately 4000 words in length. We welcome systematic reviews on areas of interest and importance to primary care professionals. They should be written in a style suitable for the Journal but should aspire to the quality standards set by the Cochrane Database of Systematic Reviews. Authors may find it helpful to consult the instructions for systematic reviews given on the Cochrane Collaboration website <http://www.cochrane.org>. Systematic reviews should conform to the QUORUM statement and this can be downloaded from <http://www.consort-statement.org/QUORUM.pdf>.

Reviews should include a non-structured abstract.

Editorials

These are statements of informed opinion. Editorials should be up to 1200 words in length and have no more than 12 references.

Letters

Letters can be used to respond to published articles, report original research or raise any other matter of interest. The best letters are brief, lively, and provocative. They should be no longer than 400 words.

Submitting the Manuscript

Please send the manuscript via e-mail to ala@aihq.com and sevalak2007@gmail.com