
GUIDE FOR AUTHORS

English Edition

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Introduction

Chinese Journal of Current Hospital Administration (CJCHA) is an international publication sponsored by the Chinese Academy of Clinical Medicine (CACM). The journal published monthly, and is indexed in China Journal Full text Database (CJFD), and Chinese Medical Current Contents (CMCC), etc.

The tenet of CJCHA is to achieve an intercommunication academic media dedicated to the dissemination of development and trends of hospital management, public health strategies and more in the Greater China Region. CJCHA will present a forum on critical issues in hospitals and public health today facing hospital CEOs and managerial practitioners to share their insights with peers. At the same time, the journal functions as a window for the world to reflect the current progress in managerial science of China hospital. The readers of CJCHA include practitioners, academicians, and industry experts in hospital management and public health service.

Manuscript categories

The main categories of CJCHA include original articles, reviews, working studies, hospital case studies, hospital management forum, public health forum, comments, and letters to the Editor. Topics of interest include all subjects that relate to managing practice and research in all branches of hospital administration, and related issues for hospital management coming from public health services. The CJCHA welcomes manuscripts from authors, but usually solicits reviews and hospital case studies. Please refer to the following standards, when authors want to submit manuscripts.

Original articles

Original Articles should be based on empirical research or the scholarly discussion of new developments, innovations and trends in hospital management fields. Emphasis should be on long-term/managerial knowledge and on creative thinking (not just replication of previous studies with minute variations) presented in a language as practitioner oriented as possible. The text should not exceed 4000 words, the number of tables, figures, or both should not be more than seven, and references in addition, only those references essential to the integrity of the paper should be listed, but not more than 30. The paper should contain short, structured/non-structured abstracts and 3~5 key words in both English and Chinese.

Reviews

These are, in general, invited papers, but unsolicited reviews, if of good quality, may be considered. Reviews are systematic critical assessments of literatures and data sources pertaining to hospital management topics. The text should not exceed 5000 words, the number of tables, figures, or both should not be more than five, and references not more than 50. An abstract is not required.

Working studies

Exploratory studies, empirical in-depth papers presenting results and/or arguments of immediate applicability to hospital management practice. Emphasis should be on practice of existing concepts, frameworks and procedures to support the managerial use of hospital or related fields. The text should not exceed 4000 words, the number of tables, figures, or



both should not be more than six, and references not more than 30. The paper should contain a short, structured/non-structured abstracts and 3~5 key words.

Hospital case studies

These are, in general, invited papers, but unsolicited reviews, if of good quality, may be considered. Descriptions of successful applications of new concepts and methodologies to improve hospital managing practice(sometimes with a photograph or two, if relevant). Emphasis on identification of concepts, frameworks and methodologies which improved hospital, and on the identification of factors that contributed to its successful application. The text should not exceed 4000 words, the number of tables, figures, or both should not be more than six, and references not more than 20. The paper should contain a short, structured/non-structured abstracts and 3~5 key words in English or Chinese.

Development and Innovation

In general, the page should be the discussion of innovations, policy changes and development trends in hospital management field. The text should not exceed 3000 words, the number of tables, figures, or both should not be more than three, and references no not more than twenty. The paper should contain a short, structured/non-structured abstracts and 3~5 key words in English or Chinese.

Hospital management forum

Papers should describe personal observations, analysis and experiences on dealing with actual problems which is of sufficient interest in hospital management. The text should not exceed 2500 words; the number of tables, figures, or both should not be more than three, and references should not be more than 15. The paper should contain a short, structured/non-structured abstract and 3~5 key words.

Public health forum

These are practices and experiences describing issues, such as disease control & prevention, healthcare management, blood station management, and intervention in paroxysmal accident of public health, or like. The text should not exceed 2500 words and references not more than 10. The paper should contain a short, structured/non-structured abstract and 3~5 key words.

Letters to the Editor

Letters discussing a recent article in the CJCHA are welcome and should be sent to the Editorial Office by e-mail within 8 weeks of the article's publication. Letters that do not refer to an CJCHA article may also be considered. The text should not exceed 500 words, and no more than five references, have no figure or table.

Comments

These are critiques of papers already published in this journal, responses to which will be invited from the original authors. We also will publish corrections (errata) of papers previously published in this journal.

Criteria for manuscripts

General criteria

Manuscripts submitted to the CJCHA should meet the following criteria: the content is original; the writing is clear; the study methods are appropriate; the data are valid; the conclusions are reasonable and supported by the fact; the topic has general interest of management. Manuscripts will be accepted only if both their contents and style meet the standards required by the CJCHA.



Do not use abbreviations in the title or abstract and limit their use in the text. Standard abbreviations may be used and should be defined on first mention in the text unless they are the standard units of measurement. In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader.

Authors should refer to a current issue of the CJCHA and *the uniform requirements for manuscripts submitted to biomedical journals* for guidance on style. Use Arabic numerals for numbers above nine, for designators (e.g. case 5, day 2) and for units of measure; numbers should be spelled out if below 10, at the beginning of sentences, and for fractions below one. All papers should be written in English or Chinese, and the spelling should conform to *the Concise Oxford Dictionary of Current English Usage*.

Authorship information

The number of authors of each paper should not be more than twelve; a greater number should require justification. Authors may add a publishable footnote explaining order of authorship in title page, and designate one corresponding author and provide a valid e-mail address.

Authorship criteria and responsibility

All authors must meet the following criteria: to have participated sufficiently in the work; to take public responsibility for the content; to have made substantial contributions to the writing or revision of the manuscript; and to have reviewed the final version of the submitted manuscript and approved it for publication. Authors will be asked to certify that the manuscript represents valid work and that neither the manuscript nor one with substantially similar content under their authorship has been published or is being considered for publication elsewhere, except as described in an attachment. Authors should note that they should not submit companion papers, and make every effort to submit a single, independent manuscript that does not depend on any other study for acceptance.

Copyright transfer

In consideration of the action of the CJCHA in reviewing and editing a submission, the author/s will transfer, assign, or otherwise convey copyright to CACM in the event that such work is published by the CJCHA. Submission of an article for publication in CJCHA implies the transfer of the copyright from the authors to CACM upon acceptance. All accepted papers become the permanent property of CACM and may not be published elsewhere without permission from CACM.

Overlapping publications

Authors should refrain from contacting the mass media about papers that are being peer reviewed or in press; the CACM reserves the right to withdraw an article from publication if it is given media coverage at any stage of the review/publication process.

Duplicate submission CJCHA will not consider manuscripts that are simultaneously being considered by other journals, so manuscripts are considered with the agreement that they are submitted solely to the CJCHA, and have not been published elsewhere previously either in print or electronic format, and are not under consideration by another publication or electronic media.

Redundant publication Redundant publication is publication of a paper that overlaps substantially with one already published or electronic media. When submitting a paper, the author must always make a full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. The author must alert the editor if the manuscript includes subjects about which the authors have published a previous report or have submitted a related report to another publication.

If redundant or duplicate publication is attempted or occurs without such notification, authors should expect editorial action to be taken. At the least, prompt rejection of the submitted manuscript should be expected. If the editor was not



aware of the violations and the article has already been published, then a notice of redundant or duplicate publication will probably be published with or without the author's explanation or approval.

Editorial policy

Editorial review

All submitted manuscripts are initially reviewed internally. Those manuscripts that do not comply with *the Guide of Chinese Journal of Current Hospital Administration for Authors*, or those that are of insufficient priority for publication are returned.

Rejected manuscripts and revised manuscripts

Rejected manuscripts will not be returned to authors. If specifically requested in the covering letter, original illustrations, photographs, and slides will be returned.

Manuscript of requiring revisions should be returned to the Editorial Office by E-mail. If manuscripts are not returned for three weeks after the prescribed time, they will be treated as being withdrawn by the authors and subsequent return may be rejected or treated as new submissions, at the discretion of the editor.

Editing

The final version of an accepted manuscript should be supplied as electronic file(s) to the Editorial Office for editing. The author(s) should keep a copy of the entire contents of the manuscript. Manuscripts undergo technical and copy-editing according to CJCHA style and are sent to the authors for approval prior to publication as an online proof. Seventy-two hours are usually given to authors to proofread their papers, answer any queries, and make any changes. Only minimal changes will be allowed; substantial changes will be charged for. Authors are responsible for all statements made in their work, including changes made by the copy editor and authorized by the corresponding author.

Reprints

Reprints may be purchased in lots of 100. You can get the Order forms in [cmmj.net](http://www.cmmj.net), then the order forms are sent to Editor office for reprinting. Orders submitted after the issue is printed are subject to considerably higher prices.

Manuscript preparation

Two copies of the manuscript (complete with tables and figures) should be provided. Manuscripts should be word-processed double-spaced on one side of good quality A4 (212mm × 297mm) paper. Pages should have margins of 1 inch (2.5cm). E-mail submission of manuscript is advised, provided that it is accompanied by a separate covering letter (by fax or mail). Otherwise, authors can electronically submit their papers in Doc format (Microsoft Word) to the online submitting system(http://www.cmmj.net/cjcha_en).

Cover Letter

Papers should be accompanied with a cover letter signed by author. The cover letter signed by the author should state that the manuscript has not been published previously and is not under consideration by any other journal. Authors are responsible for obtaining permission from copyright holders to reproduce figures, tables or other previously published material in their articles. Authors must declare, and submit copies of any manuscripts in preparation or submitted elsewhere that are closely related to the manuscript to be considered.



Title page

This page should contain: (1) the title is to be written to be understood by those in your field, telling them exactly what you have done in your work. It should be short and concise, Informative, and Indexing. (2) The name by which each author is known, with his or her highest academic degree(s) and institutional affiliation.(3) The full address, phone and fax numbers, and E-mail address of the corresponding author. (4)Authors should add a footnote explaining order of authorship.

Abstract

The abstract should be concise, summarizing the purpose, basic procedures, main findings (giving specific data and their statistical significance, if possible), and principal conclusions of the investigation. At the end of the abstract, authors should provide 3-5 key words to assist with cross-indexing of the paper.

Introduction

The introduction should be short and arresting. State the purpose of the article and summarize the rationale for the study or observation. Give only strictly pertinent references and do not include data or conclusions from the work being reported.

Acknowledgements

Research programs, science foundations and project support should be stated here, please give clear indication of the serial number and full name of research program or science (*national nature science foundation of China*, for example). Only persons who have made substantial contributions but who do not fulfill the authorship criteria should be acknowledged.

References

Authors are responsible for the accuracy of references and must verify them against the original documents. Number references in the order they appear in the text; do not alphabetize. References should appear in the text, tables, and legends as Arabic numerals in superscript. List all authors and/or editors up to three; if more than six, list the first three and 'et al.' Journal titles should be abbreviated in accordance with Index Medicus.

Examples of reference style

—Articles in journals

(1) Standard journal article

Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med*, 1996; 124(11) : 980-983.

If a journal carries continuous pagination throughout a volume, the month and issue number are omitted.

(2) Organisation as author

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust*, 1996;164:282-284.

(3) No author given

Cancer in South Africa [editorial]. *S Afr Med J*, 1994;84:15.

(4) Article not in English

Kojima M. Studies on the pathomechanism of solar urticaria [in Japanese]. *Areugi*,1984;33:224-30.

(5) Issue with supplement

Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol*, 1996;23(1 Suppl 2):89S-97S.



(6) Type of article indicated as needed(eg letter to the Editor, abstract, editorial, commentary)

Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. *Lancet*, 1996;347:1337.

Clement J, De Bock R. Hematological complications of hantavirus nephropathy (HVN) [abstract]. *Kidney Int*,1992;42:1285.

——**Books and other monographs**

(7) Personal author

Ringsven MK, Bond D. Gerontology and leadership skills for nurses, 2nd ed. Albany (NY): Delmar Publishers;1996.

(8) Editor, compiler as author

Norman IJ, Redfern SJ, eds. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

(9) Chapter in a book

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press,1995:465-478.

(10) Conference proceedings

Kimura J, Shibasaki H, eds. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology,1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

(11) Conference paper

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, eds. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics;1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland;1992:1561-1565.

(12) Dissertation

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St Louis (MO): Washington University,1995.

(13) Scientific or technical report

Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX): Department of Health and Human Services (US), Office of Evaluation and Inspections; 1994 Oct. Report No.: HHSIGOEI69200860.

——**Other published material**

(14) Newspaper article

Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. *The Washington Post* 1996 Jun 21; Sect. A:3 (col. 5).

(15) Magazine article

Roueché B. Annals of medicine: the Santa Claus culture. *The New Yorker* 1971 Sep 4:66-81.

(16) Legal material

Increased Drug Abuse: the Impact on the Nation's Emergency Rooms: Hearings Before the Subcomm. on Human Resources and Intergovernmental Relations of the House Comm. on Government Operations, 103rd Cong., 1st Sess. (May 26, 1993).

——**Personal communications and unpublished data/material**

(17) Personal communications

The majority of the victims are children (personal communication).

Note: This may only be used in exceptional circumstances, and if written consent from the person being quoted is provided.

(18) In press

Leshner AI. Molecular mechanisms of cocaine addiction[In press]. *N Engl J Med*. In press.

——**Electronic material**



(19) Websites and web pages

The Western Governors' Association Telemedicine Action Report 1996. Telemedicine Information Exchange website:
<http://www.telemed.org/TIEtexthome.html>. Accessed 5 May 2002.

Note: Only websites or web pages containing specific references should be cited in the references as above. Websites and homepages of organizations should be cited in the text.

Tables and figures

Tables Type or print out each table double-spaced on a separate sheet of A4 paper. Do not submit tables as photographs. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. All non-standard abbreviations used in each table should be defined in the footnotes, in alphabetical order. For footnotes, use the following symbols, in this sequence: *, , § , **, # , ... Statistical measures of variations such as standard deviation, standard error of the mean, or confidence interval should be identified in headings. Vertical rules and horizontal rules should be omitted. Ensure that each table is cited in the text.

Figures (Illustrations) Submit the required complete sets of figures: Figures should be either professionally drawn and photographed, freehand is unacceptable. Number illustrations consecutively in the order of their first citation in the text. Each figure should be identified clearly on the back with a label which states its number, name of first author, short form of title, and an arrow to show orientation. Letters, numbers, arrows and symbols should be clear and of sufficient size to retain legibility when reduced. Photographs of persons must be retouched to make the subject unidentifiable, and be accompanied by written permission from the subject to use the photograph.

All illustrations require legends, typed or printed on a separate page with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, each one should be identified and clearly explained in the legend.

Manuscript Submission Checklist

Please include the following with your submission:

- Cover letter (including *Agreement of Author Responsibilities and Copyright transfer signed by author*)
- Title page included manuscript title and abstract
- Two copies of the complete manuscript
- Corresponding author designated in title page
- Email address of corresponding author included in title page
- Acknowledgments listed for grants and technical support

House style

The house style of CJCHA is based on these following resources:

- [1] Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors; ICMJE website: www.icmje.org
- [2] The Oxford quick reference spelling dictionary. Oxford: Oxford University Press; 1998.
- [3] The new shorter Oxford English dictionary. 4th ed. Oxford: Oxford University Press; 1993.
- [4] Fowler's modern English usage. A dictionary of modern English usage. 2nd ed. Oxford: Oxford University Press; 1996.
- [5] BMJ house style guide. Website: <http://www.bmj.com/advice/>



Submission and subscription

Any inquiry on subscription and submission should be addressed to the managing editor by E-mail: edwin@cmmj.net

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