Author Guide 2021

Engaging healthcare
MindByte Communications’ roots date back to the late 1990s when we functioned as the in-house agency for the European Association of Hospital Managers.

Today, we run two leading healthcare management portals - HealthManagement.org and ICU Management & Practice.

We assist world-leading organisations, professional partners and highly respected peers to deliver true value.

More than 100 associations, institutions and congresses have chosen us as their key partner, and we serve as their official voice for internal and external communication.

We offer comprehensive media campaign services ranging from design, copywriting and community intelligence to support the goals of our corporate partners.

Exclusive, dedicated healthcare communities promote management, leadership and winning practices to ensure cross-departmental collaboration and your success.

The aim is efficient, safe and effective healthcare delivery. We are the prime multiplicator for identifying ways of healthcare delivery, rethinking processes and challenging the “status quo”.

Our Products:

HealthManagement.org
promotes management, leadership, cross-collaboration and explores winning practices in healthcare. We engage with CEOs, CMOs, Heads of Radiology and Cardiology, CIOs, Chief Nursing Officers and Policy Makers.

ICU Management & Practice
is a leading critical care, emergency and anaesthesiology portal that provides value to critical care experts, specialists and clinicians.

Prominent Partners:
Our Multidisciplinary Advisory Board

World-wide leading healthcare experts are responsible for our strategic direction

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With more than 48,000 CEOs, CMOs, senior physicians, department heads, CIOs and policy makers our community is one of the largest and most influential world-wide.

Management, innovation, corporate governance, new techniques and technologies are adressed, with the objective to simplify the decision-making process. Key aim is to enhance outcome, efficiency and value-for-money.

We push for cross-collaboration to ensure best quality for the least possible price.

- EXEC - 20,000 - 41.67%
- Imaging - 10,500 - 21.88%
- Journals Exclusive - 6,450 - 13.44%
- Cardiology - 4,900 - 10.21%
- IT - 3,700 - 7.71%
- Lab - 800 - 1.67%
- Decision Support - 600 - 1.25%
- Women’s Health - 600 - 1.25%
- Policy Makers - 250 - 0.52%
- Enterprise Imaging - 200 - 0.42%

TOTAL - 48,000
HealthManagement welcomes original articles and blog posts from healthcare professionals on healthcare management, leadership and winning practices.

We welcome your insights into topics in healthcare management, which includes perspectives from Hospital Administration, Imaging, Cardiology and IT. Examples of previous cover stories include Patient Power; Value-Based Healthcare; Ageing; View to the Future.

We welcome submissions on the following topics:
- Management and leadership in healthcare
- Human resource management
- Facility management
- Healthcare IT management – including telehealth, electronic health records, interoperability, mHealth, security
- Radiology management – including quality control, PACS, workflow, safety, dose management
- Cardiology management
- Other specialist areas such as oncology, laboratory, diagnostics, pharma etc.

These topics are not prescriptive, and we welcome your proposals. Suggest your ideas to edito@healthmanagement.org

Benefits of publishing with HealthManagement
- Share your ideas with our global readership of health managers, imaging and radiology, IT, cardiology leaders, and hospital managers
- Inclusion in our online faculty section
- Established publisher (20 years of journals)
- Circulation of 50,000+
- Publication on HealthManagement.org website with about 200,000 monthly visitors
- Active engagement at major hospital, cardiology, healthcare IT and radiology congresses (EAHM, ECR, ESC, RSNA and many more)
Instructions for Authors

Article Submission Form
Complete and return the article submission form provided before you submit the completed article.

Article Format
- Word count: minimum 700 words, maximum 2000 words
- Submit as Microsoft Word or compatible
- Left-justified, single-spaced

Article structure
The first page should contain:
- Summary sentence (about the article, to go at top of article and in table of contents)
- Key points. At the top of the article provide 3-6 sentences in bullet points, which summarise the major themes of the article
- Title of the article (max 50 characters including spaces), preceded by (TITLE)
- A subtitle if required preceded by (SUBTITLE)
- Name and job title of the author(s) – Institution/organisation, town/city and country, contact email address – please note the email address is for publication, Twitter handle

Headings and subheadings
Use subheadings for each section of the article preceded by (SUBTITLE).

Conclusion
Your article must have a conclusion, which should be succinct and logically ordered. Knowledge gaps should be identified and future initiatives suggested.

Spelling
HealthManagement uses UK spelling (eg ionising, specialise, tumour, paediatric, haematology etc.)

Abbreviations and acronyms
Please spell out the full word at the first use and acronym thereafter. Abbreviations should not be used. If there are many acronyms provide a separate list at the end of the article.

Product references
In general, articles should be vendor-neutral. Where products are mentioned, the reference should be product name including ® or ™ if applicable, place, country.
Instructions for Authors

Currency
Prices and costs given in U.S. dollars should have the Euro equivalent in parentheses afterwards.

Illustrations and images
Authors are encouraged to include photographs, figures and/or tables. These can be illustrative or summarise findings or recommendations. Please supply images as high-resolution (300dpi) jpegs or tiffs, and include any image credits. The author is responsible for ensuring permission for publication of images has been secured. The editors reserve the right to ask for evidence of permission. Graphs and tables can be supplied in Word, Excel or Powerpoint format and will be recreated if required by the HealthManagement art department. Any illustrations should be clearly referred to in the text, and supplied with captions. Numbers and captions go above the figure; table numbers and captions go beneath the table. In addition, please add the filename of the relevant image to the text reference.

References
Any references that are deemed important to understanding of the article should be cited within the article. Citations within the text for a single author HealthManagement uses an in-text author-date referencing system. For a guide please contact the editors. For space reasons, articles in the print journal may be published without the full list of references, which are made available on the website.

Copyright
HealthManagement retains copyright of the article.

Conflict of Interest
Please disclose any actual or potential conflicts of interest.

Proofing
Following copy-editing to house style, authors will receive their page proof for final review and approval prior to publication.

Revisions
Two article revisions are included free of cost. Any additional revision is charged 200 EURO.

Checklist for Authors
Before you send in your article, please check that you have included the following:
✓ Job title, email address and organisation for each author
✓ Short bio for each author
✓ Hi-res (300 dpi) image of the author(s)
✓ List of references in Harvard format
✓ Key points at the top of the article
✓ Word count at the end of the article
✓ Email your article to edito@healthmanagement.org
Editorial and Congress Calendar

Issue 1/2021

Copy  | 25 January
Approval | 1 February
Publishing | 15 February
DigiConf | 2 March

Covered Congresses
ECR 2021

Issue 2/2021

Copy | 22 February
Approval | 1 March
Publishing | 15 March
DigiConf | 23 March

Covered Congresses
ECR 2021

Issue 3/2021

Copy | 29 March
Approval | 5 April
Publishing | 19 April
DigiConf | 27 April

Covered Congresses

Issue 4/2021

Copy | 3 May
Approval | 10 May
Publishing | 24 May
DigiConf | 1 June

Covered Congresses

Detailed Calendar: https://iii.hm/editdetailed
## Editorial and Congress Calendar

Detailed Calendar: [https://iii.hm/editdetailed](https://iii.hm/editdetailed)

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Freedom of expression is one of the fundamental rights of man, an essential condition for public opinion to be enlightened and informed. In its concern to preserve the integrity and freedom of the press, the Belgian Association of Newspaper Publishers, the General Association of Professional Journalists of Belgium and the Federation of the Information Newsletters have adopted the following code of principles of journalism in 1982.

1. FREEDOM OF THE PRESS
Freedom of the press is the main safeguard of freedom of expression without which the protection of other basic civil freedoms cannot be ensured. The press must have the right to collect and to publish information and commentaries without hindrance, to ensure the forming of the public opinion.

2. THE FACTS
Facts must be collected and reported on, unbiased.

3. SEPARATION OF INFORMATION AND COMMENT
The separation between facts reporting and commentaries must be clearly visible. This principle must not prevent the journal/newspaper from presenting its own opinion as well as the viewpoints of others.

4. RESPECT FOR THE DIVERSITY OF OPINIONS
The press recognises and respects the diversity of opinions and defends the freedom of publishing different points of views. It opposes all discrimination based on sex, race, nationality, language, religion, ideology, culture, class or conviction, provided that the convictions thus professed are not in contradiction with the respect of fundamental human rights.

5. RESPECT FOR HUMAN DIGNITY
Publishers, editors-in-chief and journalists must respect the dignity of and the right to private life of individuals and avoid all intrusion in physical or moral suffering unless considerations related to the freedom of the press make it necessary.

6. PRESENTATION OF VIOLENCE
Crimes and terrorism as well as other cruel and inhuman activities must not be glorified.

7. CORRECTION OF ERRONEOUS INFORMATION
Facts and information proved to be false must be corrected without restriction and without prejudice to the legal provision of the right to reply.

8. PROTECTION OF SOURCES OF INFORMATION
Sources of confidential information cannot be revealed without the explicit authorisation of the informant.

9. SECRECY
Secrecy of public and private affairs as defined by law cannot prevent the freedom of the press.

10. HUMAN RIGHTS
Should the freedom of expression be in conflict with other fundamental rights, it is up to the editors (in consultation with the journalists concerned) to decide, on their own responsibility, which right they will give priority to.

11. INDEPENDENCE
Newspapers and journalists must not give in to any outside pressure.

12. ADVERTISEMENTS
Advertisements must be presented in a way that they do not mix with factual information.