
Information for Authors

Information for Authors and Electronic Submission Guidelines

General Contents

The *Health Care Financing Review* is published quarterly by the Centers for Medicare & Medicaid Services' Office of Research, Development, and Information. The *Review* seeks to contribute to an improved understanding of the Medicare and Medicaid Programs and the U.S. health care system by presenting information and analyses on a broad range of health care financing and delivery issues. The *Review* highlights the results of policy-relevant research and provides a forum for a broad range of diverse viewpoints to stimulate discussions among a diverse audience that includes policymakers, planners, administrators, insurers, researchers, and health care providers.

Manuscripts to be considered for publication in the *Review* should discuss: original health care research: major policy issues that present information and analyses concerning health services and health financing programs (with emphasis on the Medicare and Medicaid Programs); or the development of a particular project or demonstration.

Disclosure

Manuscripts are considered with the understanding that they have not been published previously and are not under consideration by another publication. If more than one article is being prepared based on the same study, the author(s) must notify us of the substantive differences between the articles and the other publication(s). An article, following presentation of preliminary findings at a scientific meeting,

may also be considered for publication; however, notification of the presentation must be included in the cover letter submitted with the manuscript.

Article Submission

All manuscripts should be submitted in hard copy (2) as well as electronically to:

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E-mail: linda.wolf@cms.hhs.gov
410.786.6572
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Please submit your manuscript in Microsoft Word, 12-point Times New Roman font, double-spaced, single-sided format with 1-inch margins and all pages numbered. **Word count should be 5,000 or less, including references, but not including tables or figures.** The cover page must include the title of the manuscript (10 words or less); names, formal titles, academic degrees, affiliations; complete addresses (including e-mail), telephone/FAX numbers of all authors, date of submission; and word count including footnotes. Only those persons who participated in the writing of the manuscript should be listed as authors. Other contributors should be mentioned in an acknowledgment. The author submitting the manuscript should state in the cover letter that the content and wording of the acknowledgments have been approved by those

mentioned. We regard this precaution as essential because thanking colleagues for their help may be interpreted to mean that they approve of the article. If they do not, they may object to be mentioned. If the research has been supported by a grant or cooperative agreement or performed under a contract, this information must be provided on the title page. Please include a 100-word abstract acquainting the prospective reader with the essence of the text by presenting very briefly the essential points made in the article. It must be intelligible when divorced from the article and devoid of any undefined abbreviations. Please name all of your electronic files with the lead author's name and title of submission.

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Place all tables and figures (10 maximum in combination) at the end of the article. Each table must be on a separate sheet and specifically cited within the text. They must be individually and succinctly titled; footnotes must be keyed with numbers rather than symbols; and tables must not have vertical lines or leaders. Spreadsheets (i.e. tables) and graphics (i.e., charts and figures) must be in Microsoft Excel format. (Numerical plotting points for graphic files should also be in Microsoft Excel.) Each table or figure must have a source line indicating the derivation and year of the data.

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References must be limited to 30 or fewer in number. All references listed must be cited in the text, in alphabetical or-

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Sample Citation

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Gold, M. and Mittler, J.:		Second Generation Medicaid Managed Care: Can It Deliver?				
Health Care Financing Review		22(2):29-47,	Winter	2000.		
Full Title of Journal		Volume Number	Issue Number	Page Number	Month, Season, or Full Date	Year

Review Process

All manuscripts are acknowledged upon receipt and are submitted for discussion to the *Review* Committee for their policy relevancy and/or implications to the health care financing field. Manuscripts of interest are referred to subject-matter experts for peer review. Manuscripts under consideration for publication are subject to the peer reviewer's critiques and authors will be required to make revisions based on those comments or delineate in a cover letter why specific comments have not be addressed. Revised manuscripts should follow the same process as submitted manuscripts: two hard copies addressed to Linda F. Wolf and an electronic version sent to: lwolf@cms.hhs.gov. Notification of a rejected manuscript will be sent to the contact author, however, the manuscript will not be returned; the *Review* assumes no responsibility for lost manuscripts.

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Once a manuscript has been accepted for publication, an author's release form will be sent along with the electronic galleys to the contact author. (The form must be signed and returned to the publication's office before proceeding into the next phase of production.) Upon receipt, the author may red line the copy advising corrections; send an e-mail to the assigned editor delineating corrections; or request an author/editor conference within 2 business days of receipt. Once the manuscript has

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Example:

Doe, J. and Smith, M.: Insurance Trends for the Medicare and Medicaid Populations, 1999-2003. *Health Care Financing Review* 23(1):23-38, Spring 2004.

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