

Author's Guide to Submitting Content for Publication

Association for Healthcare Documentation Integrity AHDI)

AHDI welcomes industry contributions, and all submissions for publication are welcome for review and consideration by the editor and the AHDI Editorial Advisory Council. Any individual or group interested in submitting an article or column content should follow the guidelines below for submission:

1. Feature articles must be submitted in MS Word format and should not exceed 1500 words (some exceptions will be made depending on content). *Recurring columns are generally 750-1500 words.*
2. Articles should include full name and contact information (including e-mail address) for each author/contributor as well as a brief bio (2-3 lines) for each author/contributor.
3. Articles must be submitted with a signed Author Agreement. An Author Agreement for *Plexus* can be requested from the editor at kwall@ahdionline.org.
4. Articles should be e-mailed to kwall@ahdionline.org.
5. Author Agreements should be signed and faxed to 209-527-9633.
6. If you are submitting an article to which continuing education credit will be assigned, please consider submitting a 15- to 20-question multiple-choice quiz to be used by credentialed readers for CE credit.

Organizing the Electronic Manuscript

All material for your article should be included in one file. The file should be organized with the main text at the top, followed by references, footnotes, figure legends, and, finally, tables. If your system has a footnote feature, please **do not** use it.

Enter your footnotes by placing a code in the text such as {FN1}, {FN2} to indicate placement, and then type the material near the end of the file with similar codes. References should be designated in the text by number in parentheses.

There is no need to indicate placement of figures or tables in the text. The copy editor will automatically place your figures and tables as near as possible to their first mention.

Hard Returns in Electronic Manuscript

Please allow text within paragraphs to wrap automatically and avoid using hard returns. Please use a hard return only at the end of a

Do enter all lists as single-column lists

Do use your word processing features to indicate bold, italic, superscript, and subscript text within a paragraph or heading (i.e., for emphasis or in a mathematical equation)

Don't use bold, underline, or other type effects for the entire text of a heading

Don't use all capital letters for a heading; use initial caps instead

Don't attempt to center text for headings

Don't use double spaces after sentences; use single spaces instead

Don't use multiple spaces to set up columns or tables; use tabs instead

Don't use special characters to indicate bullets for list items

Don't use your system's hyphenation or justification features if it has them

paragraph, heading, or other text element.

Again, please include all contact information: (1) Your full name, (2) credentials, and (3) brief bio.