# Collaborative Case Management

The official peer-reviewed journal of the American Case Management Association (ACMA)

Thank you for your interest in submitting an article to our publication. For nearly 20 years, Collaborative Case Management has provided relevant and timely information to care management professionals across the country. Whether you have conducted extensive research or simply found a new way of doing something that *works*, we invite you to share your experience, knowledge and findings with other professionals through our journal.

Collaborative Case Management:

- Is published online every-other month
- Contains educational content designed for health care delivery system case management and transitions of care professionals
- Includes educational articles for case management professionals including nurses, medical directors, physician advisors, social workers and administrators
- Is distributed to over 8,000 ACMA members
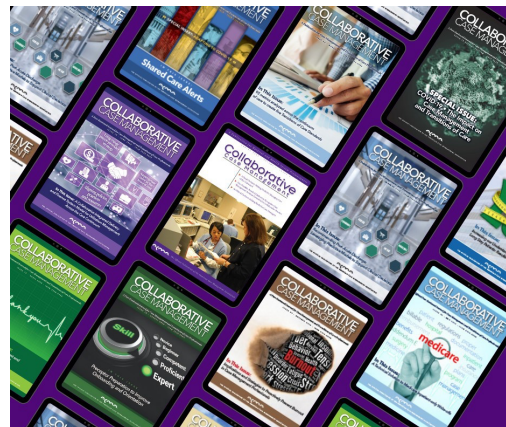
Submission Guidelines:

All initial articles should be sent in Microsoft Word format to vmatthews@acmaweb.org. Once an initial review is complete, articles will be submitted to the editorial board consisting of nurses, social workers and health care professionals for revision recommendations. This process typically takes two to four weeks. Upon completion of review, you will receive an acceptance or denial notification via email.

Please submit an article proposal in one of the following formats:
- Completed article/manuscript
- Article Abstract
- Article Proposal

Your submission should also include the following:
- 3 learning objectives for your proposed article
- Outcomes information as applicable to the model/program/intervention described in the article
- Author(s) bio information: name, contact information, organization, position, education/credentials
- Include statistical data and outcomes (including p-values) whenever applicable

Health Care Vendor Policy
- The content of all articles must be educational in nature and should not include any reference to the vendor's products, services, application, history or mission.
- With the exception of the author bio, which indicates title and employer, the article should not include the vendor name or other marketing symbols representing the company.
- If a health care vendor wishes to submit an article that violates this policy in any way, the vendor may choose to submit an article as an advertorial. All advertorials are reviewed for relevancy to the hospital/health system audience and subject to ACMA conflict of interest policies. ACMA reserves the right to refuse any advertorial. Advertorial fees will apply.

Author Frequently Asked Questions (FAQ):

1.   Where should I submit an article proposal, abstract, or manuscript?
Please submit article abstracts/proposals/manuscripts and additional information as directed in Submission Guidelines by email to: vmatthews@acmaweb.org

2.   What types of articles are eligible for publication in *Collaborative Case Management*?
All proposed articles/concepts will be discussed and given consideration for development and publication based on their importance and applicability to the practice of health care delivery system case management. The following are some topics ACMA seeks to include in the educational content of *Collaborative Case Management*:

- Successful programs, tools and interventions developed to manage or improve:
  o   Key case management metrics such as length of stay, avoidable days/delays, etc.
  o   Transitions of care
  o   Denials
  o   Specific patient populations
  o   Fiscal resource management
  o   Staffing
  o   Collaboration with the health care team
  o   Patient care, satisfaction, or quality issues
  o   Patient advocacy
  o   Utilization review
  o   Revenue cycle
  o   Communication
  o   Leadership
  o   Training/orientation and staff development
- Strategies to manage the changing healthcare landscape, such as healthcare trends, Medicare regulation changes, etc.
- Solutions to case management issues and challenges
- Perspectives from case management professionals on larger issues and challenges in health care, demonstrating the unique viewpoint of case management
- Ethics

3.   What writing support does ACMA offer?
We understand how intimidating it is to sit in front of a blank page, and how writing an article from scratch can demand extensive time. Our editorial staff can help economize authors' time by suggesting structure and a method for outlining content. The editorial staff will provide input, editing, and recommendations for strengthening your article.

4.   What about graphics and images?
The *Collaborative Case Management* team encourages the use of images and graphics. Authors should include the original source (PowerPoint, Website URL, etc.) when submitting images and graphics. We have in-house graphic designers which can be used to improve your article. Charts, tables and images can be created. Original photos are encouraged but must meet copyright, HIPPA, and editorial approval.

5.   What is the target word length of articles in *Collaborative Case Management*?
Articles generally range in length from 1,200 - 2,500 words. However, we have previously published articles as long as 10,000 words if the content is applicable and beneficial to our readership. There is no word count requirement.

6.   In what style should articles be written?
ACMA follows AP style. Articles should be written in third person. References should be in APA format.

6. Do I need to be in a leadership position to author an article?
No. *Collaborative Case Management* welcomes submissions from case management professionals at all levels.

7. Who do I contact if I have a question?
Please call the ACMA National Office at 501.907.2262 or e-mail Veronica Matthews at vmatthews@acmaweb.org