
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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Health Care Financing Review
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Baltimore, Maryland 21244-1850
E-mail: linda.wolf@cms.hhs.gov
410.786.6572
410.786.6511 (FAX)

Manuscript Preparation Text

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, excluding references, tables, and 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 last name and one or two key words regarding topic of submission.

Illustrative Materials

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.

References and Footnotes

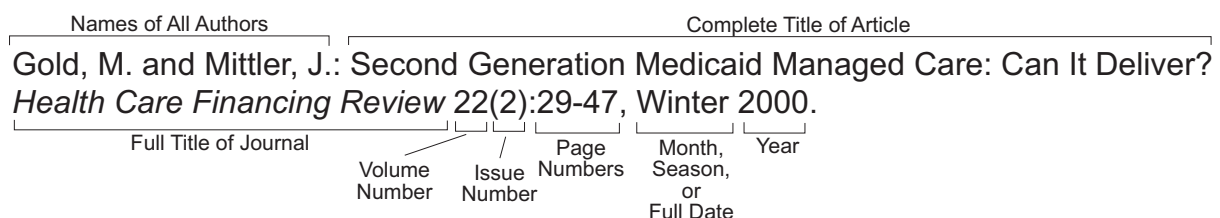
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Review Process

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 been 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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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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Please include a designated name and address at the end of your manuscript of the person who will be responsible for handling such requests.

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