
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 and Correspondence Submission

All manuscripts should be submitted electronically to: HCFR_Submissions@cms.hhs.gov

Manuscript Preparation Text

Please submit your manuscript in Microsoft Word, 12-point Times New Roman font, double-spaced, 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 being 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

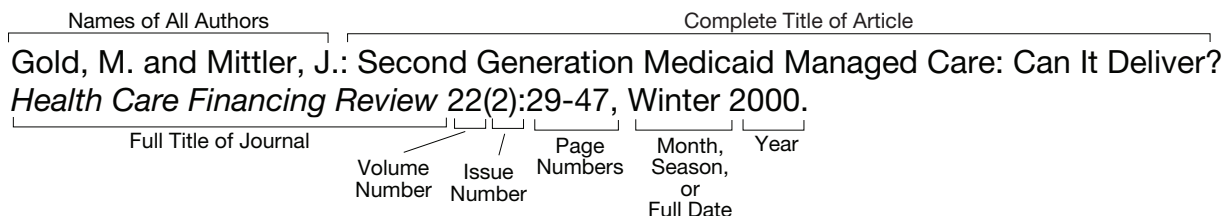
References must be limited to 30 or fewer in number. All references listed must be cited in the text, in alphabetical order, and must appear at the end of the text. Citations in text must include author's last name and date of publication. Anything attributed to another author is a reference, not a footnote; the two must be clearly delineated. Double-space each reference. Journal citations must include source, volume, issue number, pages, month or season, and year of publication. Do not abbreviate names of journals. (Improperly formatted references may be returned to the author for revision, possibly delaying publication.)

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If you cite references that appear on the Internet, you must include the following: author's name, document title, date of publication, complete and accurate URL, and date of access. Use the following format:

Smith, V. and Ellis, E.: *Medicaid Budgets Under Stress: Survey Findings for State Fiscal Year 2000, 2001, and 2002*. The Henry J. Kaiser Family Foundation. October 2001. Internet address: <http://www.kff.org/content/2001/4020/4020.pdf> (Accessed 2009.)

Sample Citation



Footnotes must be cited in the text with a superscript number and must be numbered sequentially throughout the manuscript. A note serving as an additional explanatory statement outside the flow of the text is not a reference, but can refer to one. Footnotes must be listed at the bottom of the page—not separately at the end of the text—and **must not exceed 30 words in length.**

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 also be submitted to: HCFR_Submissions@cms.hhs.gov. Notification of a rejected manuscript will be sent to the contact author.

Accepted Manuscripts

Once a manuscript has been accepted for publication, we will send the lead author an edited galley for review. Authors may use the “Track Changes” function in Microsoft Word in order to place responses directly into the galley or, alternatively, may send changes in a separate Word file. Authors will see their articles one more time in page proof format before

publication. Once the manuscript has been published, the lead author will receive a printed copy and an electronic file for reprint requests.

Authors are requested not to share their research findings with anyone or provide copies of such findings when an article is being considered for publication and during the editorial/production phases until the manuscript is either published or rejected.

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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.

Example:

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