

# NAMCP

## National Association of Managed Care Physicians

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### Journal of Managed Care Medicine (JMCM) Author Guidelines

The Journal of Managed Care Medicine (JMCM) is a peer-reviewed publication. The content of the JMCM consists of original articles addressing the business and clinical side of managed care.

#### Original Manuscripts

- Each manuscript should clearly state a problem or challenge facing today's healthcare environment, discussion of possible strategies for solution or implementation, and reach a conclusion. Solutions or implementation strategies are expected to be reasonable, original thoughts supported by data. All statistical data and information not public knowledge should be referenced from a reliable literary source.
- The Journal receives a large number of unsolicited articles each year. Because of the competition for space in JMCM, we advise authors to follow these instructions and to keep papers as brief as possible while still meeting the quality criteria described above.
- Manuscripts submitted for publication in JMCM must not have been published previously (either in whole or in part) nor currently be submitted elsewhere in either identical or similar form. Material posted on the Internet or disseminated in any other electronic form constitutes prior publication and may not be considered. Authors must indicate in the cover letter whether any portion of the manuscript has been previously published and are required to submit copies of related publications (either published, in preparation, or submitted), as well as any manuscripts cited as "in press" to the editors for review. Duplicate, redundant, and/or fragmented publications are not permitted.
- No articles that endorse services or products should be submitted.
- Manuscripts should be double-spaced, flush left, with one-inch margins. The pages should be numbered at the top right side of each page. Typical length: 8 to 15 pages (not including tables, figures, and references).

#### Editorial Review and Processing

- Peer Review: All submitted articles are reviewed initially by the editor-in-chief. Those manuscripts with insufficient priority for publication are rejected promptly. Other manuscripts are sent to members of the Editorial Review Board for peer review. Peer-reviewer identities and author identities are kept confidential.
- Rejected manuscripts will not be returned to authors unless specifically requested by the author. Original illustrations, photographs, and slides will be returned.
- Editing: Accepted manuscripts are copy edited for style, grammar, clarity, and length. At the editor's discretion, particularly if substantive changes are made, articles may be returned to author for final review. Authors are responsible for all statements made in their work, including changes made by the editors and authorized by the author.
- When the manuscript is published, authors receive a copy of the issue. Extra copies can be provided if requested. Reprints can be arranged with the managing editor.

#### Manuscript Preparation

- Biography: Every article should include a brief biography of the author(s) (< 50 words) including academic/corporate affiliations. The name of the author(s) should be bold face and include academic degrees as follows: Natalie Irish, MD, PhD, FAAFP, FACEP (etc.)
- Abstract: JMCM's abstract style includes a one or two paragraph "Summary" followed by "Key Points," a series of quick-read bulleted items. The total word count should be no more than 275 words.

#### Headings

- "A" heads should be in bold face, flush left and initial caps.
- "B" heads should be in bold/italic face, flush left and initial caps.
- "C" heads should be underlined, flush left and lower case.

- References: References should be double-spaced and consecutively numbered as they are cited in the text (the number of the reference should appear in superscript within the text). The article should be fully referenced within the text. References in incorrect format could be grounds for rejection of the article. If you need assistance in producing correct references the editorial staff will be happy to answer any questions. References should follow the format of the AMA Manual of Style, 10th ed. Sample references are as follows:

#### **Books:**

Classen HG, Spath MT. Et al. Improvement by chlorine of the intestinal absorption of the inorganic and organic Mg compounds and of their protective effect against adrenergic cardiopathy. In: Fleckenstein A-Rone G, Eds. Recent studies on cardiac structure and metabolism. Baltimore, MD: University Park Press. 1976;521-535.

#### **Articles:**

Cohen L, Kitzes R. Magnesium sulfate and digitalis-toxic arrhythmias. JAMA. 1983;249(3):2808-28 10.

Davidov ME, Becker FE, Hollifield JW. Serum magnesium and potassium levels in hypertensive patients after a therapeutic switch from hydrochlorothiazide plus a potassium supplement to maxzide. AmJMed.1987;82 (Supp 3A):485-515.

#### **Exhibits:**

Tables and figures should be typed and consecutively numbered as they are cited in the text. Each table and figure should have a title. Title should be flush left, in bold face with initial caps. Source for the table or figure should be identified in the title with a superscript number and be listed as a reference.

#### **Exhibit 1. Number of Inhabitants Per Region in France<sup>3</sup>**

<b>Region</b>	<b>Male Population</b>	<b>Female Population</b>
Bordeaux	14,000	15,000
Bourgogne	120,000	234,000
Ile de France	23,000	234,000

#### **Abbreviations and Acronyms:**

On first reference, spell out the word and place the abbreviation or acronym in parentheses. Verify correct usage of all abbreviations and acronyms.

#### **Drug Names:**

In general, use generic names for drugs. If the author wishes, the brand name may be included in parentheses when the generic name is mentioned for the first time. Drug names should be initial caps only.

#### **Punctuation & Miscellaneous:**

- Use commas to separate elements in a series, and also use the serial comma before the conjunction (e.g., patients, physicians, and medical providers).
- Indent bullet points
- Spell out numbers under 10. Use numerals for 10 and higher (e.g., The study results indicated that six persons were salt-sensitive; out of the 120 patients studied, six were insulin-resistant).
- Always spell out numbers at the beginning of a sentence (e.g., Twenty-five of the 30 patients enrolled suffered from hypertension).
- Spell out the word "percent" vs. using the symbol (%) in text (e.g., 50 percent of the population.) The percent symbol is acceptable in tables and figures.
- Use initial caps vs. all caps for company names (e.g., Lederle Laboratories)
- Do not use hyphens between numbers within the text. (e.g., 12 to 16 patients; not 12-16 patients).

#### **Submission Checklist**

All article submissions should include the following elements:

- Electronic version of the manuscript, including illustrations/figures/tables, in Microsoft Word, submitted via e-mail to

barry.barnum @douglasmurphy.com.

- Or one printed copy of the manuscript, including illustrations/figures/tables, submitted on CD to the address below.
- The author(s) biography.
- Contact numbers (phone and fax), complete mailing address, e-mail address for designated corresponding author. This information should appear on the title page, along with the word count for the article and any acknowledgments for research and/or project support.

## **Declarations**

In an attached cover letter, the corresponding author should declare:

- 1) The manuscript under consideration has not been accepted for publication elsewhere nor is it being considered for publication elsewhere.
- 2) If there is any financial affiliation the author(s) has/have with any product, service, or company mentioned in the manuscript.

The author also should sign one of the following statements:

“In consideration of the work JMCM is undertaking to review, edit, and publish this article, I... (author’s name)... am its principal author and on behalf of myself and all other authors hereby convey, transfer, and assign all copyright ownership and interest to JMCM upon the work being published by JMCM.”

or “I am/was an employee of the government of the United States of America when this work was submitted for publication, and thus it is not protected by copyright nor is there copyright protection to be transferred.”

## **Forward submissions to the following address:**

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Thank you for your interest in JMCM. We look forward to receiving your manuscript.