

Instructions for Authors

About Us

The “Journal of Health Administration” is the official scientific quarterly publication of the School of Health Management and Information Sciences of Tehran University of Medical Sciences (TUMS). This publication, as an official channel for communication between researchers, aims to improve knowledge of researchers in the areas of health management and information sciences through publishing the latest findings in these areas. This Journal accepts “Original Papers”, “Review Articles”, “Short Communications”, “Letter to the Editor” and “book/article critics” in Persian (full paper) and in English (abstracts) in the following fields:

- Health Services Management
 - Health Policy
 - Health Technology Assessment
 - Health management in Disasters and Emergencies
- Health Information Management
 - Medical Informatics
 - Medical Records
 - Health Information Technology
- Health Economics
- Medical Librarianship and Information Sciences

Title Page

Title page should include the complete title of the paper, the names of the authors, their academic status, affiliations, addresses for correspondence, telephone numbers, e-mails, and fax numbers. The corresponding author should also be specified. If the article is the result of a research proposal or a thesis/dissertation, the name of the funding organization/ institution, as well as the project code should be mentioned.

Abstract (in Persian and English)

Abstract should be structured, maximum 250 words, reflecting the content of the article accurately. The abstracts of the research articles should contain Introduction, Methods, Results and Discussion followed by 3 to 5 Keywords selected from Persian Medical Subject Headings (MeSH). The abstracts of the review articles should include Introduction, Literature Review, Discussion, and Conclusion followed by 3 to 5 Keywords selected from Medical Subject Headings (MeSH).

In the Methods section, the instruments for data collection should be mentioned and the questionnaires and checklists (if any) should be attached. But in the case of using standard questionnaires, attachment is not needed and only mentioning the references and their specifications will suffice. All the components of the Methods section (sampling, type of the study, implementation, ethical considerations, and data analysis procedures) should be explained clearly so that it can be easily replicable.

Text

The body of the original articles must include Introduction, Methods, Results and Discussion, Acknowledgement, References, Appendixes (including figures, tables, graphs, and questionnaire(s)). Review articles should include: Introduction, Literature review, Discussion and Conclusion, Acknowledgement, and References. Book or article review should include weaknesses and strengths of the work. This evaluation criticizes the authors' ideas, theses, rationalization styles, research methods, and other issues.

Introduction: Should summarize the purpose and the rationale for the study. It should neither review the subject extensively nor should it have data or conclusions of the study.

Methods: Should include exact method and tools for data collection. If a questionnaire or check-list used, it should be attached. For standard questionnaires, it is sufficient to mention the reference and specification, and there is no need for attachment. All subsections (including sampling method, study design, implementing method and ethical considerations should be written clearly as other researchers can repeat and reproduce it.

Tables and Graphs: If tables or graphs are required, one table or one graph should be included per two pages with titles and captions in Persian. All tables and graphs should be clear and precise and inserted in a separate sheet. The content of the tables and graphs should not be repeated unless necessary. Comments should be placed as footnotes if needed. In the tables, the references should be made using symbols such as *, †, ‡, All figures and tables should be in black and white format. The software used for drawing the illustrations should be mentioned.

Manuscript Format

The manuscript should be typed in Microsoft Word, double-spaced on one side of A4 size paper with 3 cm margins on both sides in Times New Romans, font size 12. The manuscript should not exceed eight 18-line pages (including text, tables, graphs, and illustrations). The page number should be written in below and left side for each page.

References: References should be numbered in the order mentioned in the text in [], and should be placed at the end of the paper as in Vancouver style.

Printed Articles should appear as follows:

Family name , initial letter of the author's first name, family name and the initial letter of the second author's first name, full article title, full or the abbreviated name of the journal from NLM, year of publication, issue and volume numbers, first, and last page of the article

Example: Antony J, Fergusson C. Six Sigma in the software industry: results from a pilot study. Managerial Auditing Journal 2004; 19(8): 1025-32.

- Note: If there are more than six authors for each reference, after mentioning the name of the first author the other six authors are followed by "et al".

In some journals, the year is used instead of the issue or volume; for example, “fifth year” which is the same as the issue.

* Books (first edition):

Family name and the initial letter of the authors’ names, full title of the book, place of publication (city), and the year of publication should come as in the following example:

Example: Kiley R. Medical information on the internet: a guide for health professionals. London: Churchill Livingstone; 1999.

* Books (second edition and more):

Family name and the initial letter of the editors’ names, full title of the book, number of edition, name and place of publication (city) and the year of publication

Example: Kreith F, Goswami DY, editors. The CRC handbook of mechanical engineering. 2nd ed. Boca Raton, FL: CRC Press; 2005.

If there is one editor, the singular form of “editor” should appear after the editor’s name.

- Note: If author(s) and editor(s) are the same there is no need to write editor(s).

* Chapter in a book:

Each chapter of a book having separate author/authors should be as follows:

Family name and the initial letter of the author/authors’ name of each chapter, chapter title, family name and the initial letter of the first editor, family name and the initial letter of the second editor, book title, number of edition, place of publication (city), year of publication, the first and the last page of each chapter

Example: Porter RJ, Meldrum BS. Antiepileptic drugs. In: Katzung BG, editor. Basic and clinical pharmacology. 6th ed. Norwalk (CN): Appleton and Lange; 1995. p. 361-80.

* Conference Proceedings:

Family name and the initial letter of editors’ names, title of the proceedings, number of the conference, conference day(s), month, and year, place of conference (city and country), place of publication (city), name of publisher, year of publication.

Example: Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

* Conference Paper:

Family name and the initial letter of the authors’ names, title of the paper, family name and the initial letter of the editors’ names, title of the proceedings, number of the conference, conference day(s), month and year, conference city and country, the city and the name of publisher, year of publication, the first and the last page of the paper

Example: Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

* Journal Articles in Electronic Format (having page numbers):

Family name and the initial letter of each author's name, title of the paper, full name or abbreviated name of the journal from NLM[serial online], year of publication [day, month and year of citation], volume or issue number, the first and the last page of the paper available from URL, and an underlined internet address

Example: Garfinkel PE, Lin E, Goering P. Should amenorrhea be necessary for the diagnosis of anorexia nervosa? Br J Psych [serial online] 1996 [cited 1999 Aug 17]; 168(4):500-6. Available from: URL: <http://biomed.niss.ac.uk>

* Journal Articles in Electronic Format (without page numbers):

Family name and the initial letter of each author's name, title of the paper, full name or abbreviated name of the journal from NLM[serial online], year of publication [day, month and year of citation], screen number, available from URL

Example: Morse SS. Factors in the emergence of infectious disease. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1999 Dec 25]; 1(1): [24 screens]. Available from: URL: <http://www/cdc.gov/ncidoc/EID/eid.htm>

- Note: The number of screens is one plus the number of times the "page down" button in keyboard is pressed to start from the beginning to the end of the paper.

* Thesis:

Family name and the initial letter of the author's name, full title of the thesis, academic level, the city where the university is located, university name, school name, and the year of viva voce (thesis defense)

Example: Wood MA. A study of the perception of the impact of modeling on the development of commitment to action in decision conferencing [Ph.D. Thesis]. Perth (WA): Curtin University of Technology; 2004.

* Non-English References

Writing all references in English is highly preferred. All authors are strictly recommended to adhere to this policy. For this purpose, the reference title should be written in []; and the word "Persian" should be added at the end of the sentence to indicate that the source is in Persian. To avoid ambiguity in Persian writing, an example is given. The authors can cite Persian papers in two ways:

I. If the English abstract of reference is available, the English title of the paper could exactly be copied in reference and in [].

Example: Norouzi-Chakoli A, Nourmohammadi H, Vaziri E, Etemadifard A. [Science Production in Iran in 2005 and 2006 according to ISI Statistics]. Faslname-Ye Ketab 2007; 18(3): 71-90. [Persian]

II. If the English abstract is not available, translate the title of the article in English and place it in [].

- Note: To minimize errors in reference writing, using Bibliographic Information Management Software, known as Reference Manager and Endnote are preferred.

- Note: If the type of reference used is not among the types mentioned above, write its complete bibliographic information and its author (person or organization), title, place of

publication (city or internet address), and the year of publication so that the citation editor of the journal will write the correct form of the reference.

Legal Considerations

- * The submitted manuscript should not already be published or under-publication in any other journal. If the article is presented in any scientific meeting or conference, this must be announced with complete presentation date and name of the conference. If four months after the submission of the manuscript the article is accepted in another journal, it should be reflected to the journal.
- * The treaty letter for the manuscript (the form is accessible on journal website) must include all authors' signatures and the signing indicates that the legal conditions have been accepted. If no author is introduced as the corresponding author, the person who submits the article will be responsible for the correspondences as well as the authors' intellectual property rights.
- * Considering the principle that conducting a research requires team work, all authors' full names should be registered accurately (according to their participation shares). The corresponding author will be legally responsible if other authors' names are not registered.
- * All authors are responsible for the accuracy of the content, the order of the names of the authors, responding to the financial resources of the research in case their names are not mentioned in the title page, and for responding to any claim related to authors' intellectual property rights or contents.
- * The author is obliged to send the corrected paper after the revision by the referees within a month to the journal office; otherwise, the journal has the rights to reject it.
- * Ethical issues and participants' rights must be mentioned and observed in the research; otherwise, the paper will be rejected.
- * The authors are responsible to individuals or organizations mentioned in the acknowledgment.
- * The journal has no responsibility for any claims raised among the authors or between the authors and other authorities.
- * The journal is free to accept or reject the manuscripts. It also has the right to summarize the papers and edit the references as well as the content of the papers scientifically and literally.
- * Upon the acceptance of the paper, the publishing right belongs only to the journal. In return, three copies of the same issue will be sent to author(s) whose papers are published, free of charge.
- * Provided that the references are mentioned, the content of the quarterly journal can be used.

Judgment Policies

- * The papers will be reviewed, criticized and evaluated by Scientific Committee and Peer-Reviewers. The Jury is free to edit and modify the papers.

- * Received papers are appraised by at least two anonymous referees, based on the evaluation checklist.
- * The journal strives to return the reviewers' comments to authors as soon as possible.
- * After applying the revisions, the paper will be appraised again.
- * Upon the final confirmation of the paper, the acceptance letter for publishing it would be submitted to the authors.

Article Submission

Researchers and authors could send their articles via journal official website: <http://hm.tums.ac.ir>

If the authors do not follow the policy of the journal, it may result in rejection or delay in appraisal procedure and publishing.

Contact us

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