Instructions to Authors

About Us

The "Journal of Health Administration" is the official scientific quarterly publication of Iran University of Medical Sciences (IUMS) publications aimed to improve scientific information of scientific board members in managerial and communication areas; and an official channel for communication between researchers, through latest findings in these areas in Persian and English languages.

This Journal accepts Original Papers, Review Articles, and books or articles criticizing in the following fields:

- Health Economics;
- Health Information Management;
- Health Services Management;
- Medical Librarianship and Information Science;
- Medical Records.

Manuscript Format

Manuscript should be typed in Microsoft Word double space on one side of the A4 size paper with 3 centimeters clear margins on both sides, in Times New Romans 12 size fonts; and no more than eight pages each with 18 lines (including text, tables, graphs, and illustrations). The page number should be written in below and left side for each page.

Title Page

This page should be specified the complete title of the paper, the name of all the authors with their highest qualifications, the affiliation which they are attached, address for correspondence with telephone numbers, e-mail, and Fax number, their organizational position which they are attached, their postal addresses, telephone and Fax numbers, and e-mail addresses; with specified corresponding author in Persian and English. If the article is driven of a research proposal, it should be mentioned the organization or institutional name funded it, accompanying project number.

Abstract

All original articles must accompany a structured abstract up to 250 words reflects the content of the article accurately. For research articles it should be structured as Introduction, Methods, Findings and Conclusion followed by 3 to 5 Keywords selected from Medical Subject Headings (MeSH).

Text

The body of original articles must include introduction, methods and materials, results, discussion and conclusion, acknowledgement (optional), references, appendixes include figures, tables, graphs, and questionnaire(s). For review articles it should be included; Introduction, literature review, discussion and conclusion, acknowledgement, and references. For books or articles criticizing it should be included evaluating judgment of weakness and strengths points of works. This evaluation is about some question for authors, ideas and themes, ratiocination style, research method, and other important issues.

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Tables and Graphs: For each two pages of text one table or illustrations, with the captions placed above for tables and blow for graphs is submitted, as needed. All tables and graphs should be clear and with precision. Tables as well as illustrations should be typed and drawn on a separate page. Do not submit tables as pictures. There should be no repetition for findings mentioned in text and in table(s) or graph(s).Comments should be placed as footnotes -if needed- and to refer them used symbols as: *,†,‡,§,||,¶,**,††,‡‡ respectively. All figures and tables submitted in white-black format, mentioned software which figured them.

References: references should be numbered in order are mentioned in the text in [], and in detail at the end of paper as Vancouver style; as followed examples:

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* Books (first edition)
2. Kiley R. Medical information on the internet: a guide for health professionals. London: Churchill Livingstone; 1999.

* Books (second edition and more)
3. Kreith F, Goswami DY, editors. The CRC handbook of mechanical engineering. 2nd ed. Boca Raton, FL: CRC Press; 2005.
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4. 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 Proceeding
5. 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:
6. 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)
7. 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)
8. 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
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* Thesis
9. 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.

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