

Journal of Health Management (JoHM) Notices to Contributors

The **Journal of Health Management** is the official journal of the Institute for Health Management, Ministry of Health Malaysia. The Journal contains articles and research work on all aspects of hospital and health management and related topics. The views expressed in the articles are those of the authors and do not necessarily reflect the views of the Institute for Health Management.

Manuscript requirements

All manuscripts should be submitted in triplicate (3) copies to:

The Editor,
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Manuscripts should be type on one side of A4 paper and **1.5 line** spacing (including tables, legends and references) to conserve paper during the review and production processes. The first page should state the title, appropriate name(s) of the author(s), degrees, place of work, both postal and email address and the contact number of the principal author for correspondence. Papers must be submitted in English. Summary, Introduction, Methodology, Results, Discussion, Acknowledgment and References should follow each section beginning on a fresh page.

Length:

The norm is 6000-8000 words, but both longer and shorter articles will be considered

Typing:

A copy should be submitted in typescript, **Font Tahoma, 1.5 line** spacing, with margins, carefully checked for typing errors, spelling, punctuation etc.

Heading:

Subheadings may be used, but should be kept as brief as possible.

Notes:

Notes should be listed at the end of the text but should not be used excessively. They should be numbered consecutively in the manuscript.

Figures:

Charts and graphs (Illustration) should be numbered consecutively and referred to as "Figure 1.2" etc. Every figure should have a number in Arabic numerals, a brief title and labeled axes.

Abstract:

Authors must supply a structured abstract set out under 4-7 sub-headings: Purpose; Methodology/approach; Findings; Implications/limitations either for further research, for practice, or for society; and the Originality/value of the paper. In addition provide up to six **keywords** which encapsulate the principle topics of the paper and categorise your paper under one of these **classification**: Research paper, Viewpoint, Technical paper, Conceptual paper, Case study, Literature review or General review.

Introduction:

State the purpose of the article as well as the rationale and objectives of the study.

Methodology:

Describe the selection of subjects. Identify the methods, tools, apparatus and procedure of the study in sufficient detail to allow other researchers to repeat the study. Statistical tests used should be given in details and the use of computer software should also be mentioned. For studies with ethical consideration, the statement of approval from relevant ethical committee has to be mentioned.

Results:

Present the results in logical sequence. Use appropriate tables or illustrations.

Discussion:

Emphasize the new and important aspects of the study. Discuss the implications of the findings, the limitations and relate the findings with other studies.

Conclusion:

Link the conclusions with the objectives of the study. Avoid conclusions not supported by the data.

Acknowledgement:

Acknowledge grants awarded in aid of the study (state the number of the grants, name and location of the institute or organization) as well as persons who have contributed significantly to the study.

References:

To others publications must be in Harvard style and carefully checked for completeness, accuracy and consistency. Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables and figures by Arabic numerals (in parenthesis). The references must be verified by the author(s) against the original documents. Try to avoid using abstracts as references.

List all authors when six or less; if seven or more list only the first six and add et al. Correct forms of references are given below:

Journals:

1. Journal article, one author

Harlow, H.F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

2. Journal article, three to six authors

Kernis, M.H., Cornell, D.P., Sun, C.R., Berry, A., Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

3. Journal article, more than six authors

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P. et al. (2001). Writing labs and the Hollywood connection. *Journal of Film and Writing*, 44(3), 213-245.

Books:

4. Personal Author(s)

Gilstrap, L.C., Cunningham, F.G., Van Dorsten JP, editors. (2002). Operative obstetrics. 2nd ed. New York: McGraw-Hill.

5. Chapter in Book

Meltzer, P.S., Kallioniemi, A., Trent, J.M. (2002). Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; p. 93-113.

6. Agency Publication:

Ministry of Health Malaysia (2000). Annual Report 1999. Kuala Lumpur.

7. Internet Documents

World Health Organization. Pandemic H1N1 (2009). (cited : 30 September 2009). Available from: <http://www.who.int/csr/disease/swineflu/en/>.