

**INTERNATIONAL JOURNAL OF
RESEARCH FOUNDATION OF HOSPITAL MANAGEMENT & HEALTHARE
ADMINISTRATION**

GUIDELINES FOR AUTHORS

Introduction

RFHHA is planning to publish an international journal every quarterly. The journal will encompass articles of Hospital and Healthcare administration. Articles for the journal should be original work of the authors and can be from any field of Hospital Administration such as Hospital and Healthcare Management, Hospital Processes and services, Health Economics, Planning and Designing of health care facilities, Organisation Behaviour, Health statistics, Quality and Patient safety, Evolving concepts for hospitals ,Technology update, Legal and Ethical issues including laws applicable to hospitals, Court judgements pertaining to healthcare, Medical Architecture etc.

The journal will encompass various sections such as

- a) Editorial
- b) Main Articles
 - i. Hospital engineering , operation and process
 - ii. Medical architecture
 - iii. Medical technology & informatics
 - iv. Quality & Patient Safety
 - v. Legal & ethical issues in hospitals
 - vi. Financial management in healthcare
- c) Review articles
- d) Expert speaks
- e) Case studies
- f) Letters to Editors
- g) Book reviews
- h) Upcoming events and interesting anecdotes

GUIDELINES FOR ARTICLES:

Authors interested for publication are requested to go through the following instructions pertaining to submission of articles before submitting. The following instructions should be observed failing which the manuscript may be returned. Each manuscript should be divided into sections on separate pages.

These should be:

- a) Title page
- b) Author(s)
- c) Structured abstract and key words
- d) Text
- e) Acknowledgements
- f) References
- g) Summary and tables

All text must be **double spaced** and should be typed in a **12 point Arial font**. Illustrations should be separately appended. Written permission from the publisher to reproduce any material with copyright elsewhere must be obtained prior to submission.

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This should contain

- (a) Title
- (b) Names of all authors together with their principal higher qualification(s) and details of their departments or affiliated institution(s)
- (c) Name and address of the author responsible for correspondence.

If the paper was presented at a meeting, the details must be given. The numbers of authors must commensurate with the complexity of the submitted material. A fax number and e-mail address must be provided and will be used for correspondence.

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Details of author should be in the following format:

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Abstract

Abstract of 150 words (max.), which should include a statement of the problem, the method of study, the results obtained and the conclusions drawn.

Keywords

Keywords that can be used to index the article.

Text

The text should normally follow the common outlines, i.e.

Introduction

Materials and methods

Results and analysis

Discussion

Conclusion(s)

The latter sections should clearly indicate how this work fits with the current body of world literature.

Illustrations: Tables and charts should be adjuncts to the text and must not repeat material already presented. They should be numbered consecutively, with Roman numerals, and must be marked with a clear legend. Photographic illustrations should be unmounted, should not exceed 80 mm in width and should be high quality black

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References

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References must include: names and initials of all authors (unless more than 6, when only the first 6 are given followed by et al.); the title of the paper; the journal title abbreviated as in Index Medicus; year of publication; volume number; first and last page numbers. References to books should give the author(s) or editor(s), book title, place of publication, publisher and year; those to chapters in books should also include the chapter title, first and last page numbers, and the names and initials of chapter authors.

For example:

1. Kalan A, Kenyon GS, Seemungal TAR, Wedzicha JA. Adverse effects of nasal continuous positive airway pressure therapy in sleep apnoea syndrome. *J Laryngol Otol* 1999;113:888--92

2. Pryse-Phillips W. Companion to Clinical Neurology. Boston: Little Brown, 1995
3. Sullivan CE, Grunstein RR. Continuous positive airway pressure in sleep-disordered breathing. In: Kryger MH, Roth T, Dement WC, eds. Principles and Practice of Sleep Medicine, 2nd edn. Philadelphia: WB Saunders, 1994: 694--705]

Tables and Charts

Tables and charts should be adjuncts to the text and must not repeat material already presented. They should be numbered consecutively, with Roman numerals, and must be marked with a clear legend.

TABLE I
Title for table I

	Column 1	Column 2	Column 3
Row 1			
Row 2			

Paper submission: Two copies of the manuscript must be submitted. One of these must be a paper copy with the text printed on one side only. The other should be on single use CD which should carry a single file containing the draft text without any embedded illustrations or tables. The illustrations and tables should be placed at the end of the text. The text must be in Microsoft Word or the manuscript will be returned. Floppy discs and CD's must be indelibly and clearly marked with author's name and the title of the paper. All submissions should be formatted such that the text prints to normal A4 paper (A4 297 x 210 mm) with wide margins (5 cm for the header and 2.5 cm for the remainder) throughout.

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Dr Shakti Kumar Gupta

Editor in chief

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Conclusion:

The editorial committee of the journal reserves the right to accept or reject the articles without assigning any reasons and the decision of the committee will be final and binding to all authors interested in publication.