

Author's Guide to Submitting Content for Publication

Association for Healthcare Documentation Integrity (AHDI)

AHDI welcomes industry contributions, and all submissions for publication are welcome for review and consideration by the editor and the AHDI Research and Development Team. Any individual or group interested in submitting an article or column content should follow the guidelines below for submission:

1. Feature articles must be submitted in MS Word format and should be between 1500-2000 words.
Recurring columns are generally 750-1200 words.
2. Articles should include a title, full name (with credentials, if applicable) and contact information (including e-mail address) for each author/contributor as well as a brief bio (2-3 lines) for each author/contributor.
3. Articles must be submitted with a signed Author Agreement. An Author Agreement for *Plexus* can be [downloaded here](#).
4. Articles should be e-mailed to kwall@ahdionline.org.
5. Author Agreements should be signed and faxed to 209-527-9633.
6. If you are submitting an article to which continuing education credit will be assigned, please consider submitting a 15- to 20-question multiple-choice quiz to be used by credentialed readers for CE credit.
7. Article content should remain product and vendor neutral.
8. Articles should include complete citations for all works referenced.

Organizing the Electronic Manuscript

All material for your article should be included in one file. The file should be organized with the main text at the top, followed by references, footnotes, figure legends, and, finally, tables.

1. Include article title, author's name, and brief bio at the top of the document.
2. Use flush left paragraph spacing; do not center titles or paragraphs and do not use justified paragraph spacing.
3. Insert section headings as needed.
4. Cite all references used by placing a superscripted number or number in parentheses upon mention within the article, and then type the reference or footnote information at the end of the document using corresponding numbers. View [Citing Sources for Published Works](#) for examples.
5. Single-space paragraphs and lists; do not double-space the manuscript.
6. Single-space between sentences.
7. Use solid circular bullets (and then open circular bullets) for lists and sub-lists rather than special characters.