CareManagement
OFFICIAL JOURNAL OF THE ACCM, THE COMMISSION, AND A PUBLICATION OF THE CMSA

AUTHOR GUIDELINES

CareManagement is an electronic publication for case managers published six times a year. ***CareManagement*** is the official publication of the Academy of Certified Case Managers and The Commission, and it is also a publication of the Case Management Society of America. ***CareManagement*** has a circulation of over 52,000 and reaches more case managers than any other case management publication. ***CareManagement***'s mission is to improve case management practice through education. Each issue of ***CareManagement*** offers self-study continuing education that has been pre-approved by The Commission for CCMs and CDMs and by the California Board of Registered Nursing for RNs.

CareManagement provides a voice for case managers in a variety of practice settings including hospitals, managed care organizations, rehabilitation centers, behavioral health centers, home health, workers' compensation, hospice, medical groups, community health organizations, and other emerging models of care. Packed with practical information, it keeps case managers up to date on disease management, case management process, newly published literature, drug information, health care reform issues, best practices, emerging roles, ethical issues, and trends in case management. The journal provides both evidence-based information and practical tips for the case manager to improve case management practice and patient outcomes. Submissions should be written in a style that is reader friendly. Submission of a manuscript for publication implies that the manuscript has not been either published or under consideration for publication in another journal.

Query Letters

We encourage authors to familiarize themselves with the journal at academyccm.org. Query letters should include information describing the proposed manuscript, relevance to case management, and a short biographical sketch that includes the author's qualifications for writing on the topic. Query letters should be sent to jennifermaybin@me.com. Manuscripts that are submitted without a prior query will be considered.

Continuing Education/Feature Articles

Each issue of ***CareManagement*** offers several feature articles on clinical or professional topics. Each of these articles are approved for continuing education. Authors are encouraged to include case studies as appropriate to better showcase real-world application of the article's content to readers. Each feature article should be approximately 3000+ words in length excluding the references. The editorial team will develop a posttest for each article. We suggest including one graph or chart in your manuscript.

Ethics Articles

CareManagement is committed to publishing two continuing education ethics articles each year. Ethics articles must comply with the continuing education standards of The Commission for CCM and CDMS credit. The article must identify the ethical concept and standards and how they are connected to case management practice. The article must include evidence of ethics and the practical application within the article. There must be discussion of ethics as it relates to The Commission's Code of Professional Conduct for Case Managers and CDMS Code of Professional Conduct. Both Codes of Professional Conduct must be referenced and properly cited in the article.

Suggested Topics for CE Articles

CareManagement is interested in timely topics relevant to professional case management practice and professional issues in all practice settings: hospitals, home care, long-term care, hospice, medical groups, managed care organizations, behavioral health facilities, rehabilitation facilities, community-based healthcare organizations, and others. Articles are sought that:

- Present cutting-edge case management research that can be translated into practical application.
- Discuss new treatments, procedures, or diagnostic techniques that case managers need to know.
- Discuss methods to improve patient adherence and persistency with treatment regimens.
- Explore the legal and ethical issues that case managers face.
- Address important professional and career issues.
- Share strategies to improve patient safety and the quality of case management through best practices.
- Provide accounts of innovative case management programs.
- Explain changes in healthcare trends/reform that affect case management (e.g., new models of care).
- Introduce technologies that are important for transitions of care or that improve case management efficiencies.
- Provide personal accounts of case management experiences.
- Discuss case management outcomes.
- Discuss case management process.
- Explore the potential of artificial intelligence (AI) in case management, including current use, efficiencies, and risks.

Columns

Columns are invited contributions from organizations or individuals who can share information about their organization or area of expertise. Each column should be approximately 750 words.

Use of Inclusive Language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should use inclusive language throughout and make no assumptions about the beliefs or commitment of any reader; in addition, articles should not contain anything that might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition. Authors should ensure that writing is free from bias, stereotypes, and slang as well as reference to dominant culture and/or cultural assumptions. Authors should seek neutrality by using plural pronouns (e.g., they) to avoid constructions such as ‘she/he’ or ‘she, he.’ We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition.

References

Authors are responsible for the accuracy and completeness of their references and for correct text citation. All sources cited in the manuscript should be referenced in the text using the American Psychological Association (APA) Style. A manuscript with references incorrectly formatted will be returned to the author for correct formatting.

APA Reference List Examples

Books

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000

In-text reference: (Jackson, 2019)

Journals

Rybaczewska, M., & Sparks, L. (2022). Ageing consumers and e-commerce activities. *Ageing and Society*, 42(8), 1879–1898. https://doi.org/10.1017/S0144686X20001932

In-text reference: (Rybaczewska & Sparks, 2022)

Websites

National Institute of Mental Health. (2018, July). *Anxiety disorders.* U.S. Department of Health and Human Services, National Institutes of Health. https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml

In-text reference: (National Institute of Mental Health, 2018)

Additional Requests from Authors

Upon submission of CE articles and organizational columns, authors are also requested to provide the following:

- CV (most recent one) and Biographical Profile (a few lines and must include current position)
- Professional headshot: a small professional headshot in jpeg format

Conflict of Interest and Authorship

CareManagement adheres to journalistic standards that require transparency and disclosure of an author's real and potential conflicts of interests. All individuals listed as authors must disclose any conflicts or potential conflicts of interest when they submit their manuscript.

Use of Artificial Intelligence (AI)

Authors must disclose the use of artificial intelligence (AI) technologies in all submissions. Authors are fully accountable for the accuracy, integrity, and originality of their work.

CareManagement journal does not allow the use of AI technologies to write an entire manuscript. AI may be used for brainstorming or literature searches, or for checking grammar and structure. If AI is used, ***CareManagement*** requires authors to acknowledge its use in their submitted manuscripts. A statement should be written at the end of the manuscript, following the References list. Such statements must include the name of the AI tool used.

Example statements follow:

> The author used [name of AI platform] to identify current trends, processes, etc.
>
> The author used [name of AI platform] to brainstorm and flesh out the manuscript topic.
>
> The author used [name of AI platform] to clarify writing and to check grammar.

Editing

All accepted manuscripts undergo copy editing to enhance the readability and accessibility of the paper. Submission of a manuscript implies that the author agrees to revise the manuscript per the suggestions of the editorial staff.

Submit manuscripts to:

Jennifer Maybin, MA, ELS

Executive Editor

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