Editorial Guidelines (revised January 2016)

As the official blog of AHRA: The Association for Medical Imaging Management, Link strives to provide high quality information of value to its readers. Link focuses on the goings-on of the AHRA organization, such as meeting updates, and also provides a concise look at industry trends and management issues.

Link is published electronically. It contains the following content:

- **President’s Post**
  The current president of the AHRA Board of Directors contributes a monthly column, detailing topics such as recent and upcoming AHRA meetings, a behind the scenes look at board activities, and what AHRA members can expect in the near future.

- **Regulatory Review**
  These articles are written by regulatory experts to keep AHRA members informed of any new regulations or changes to current regulations in the medical imaging field.

- **Commentary**
  Link feature articles focus on current industry trends, often personalized (eg, new systems or renovations at a facility, a changing workforce dynamic, or a breakthrough with a management issue). Topics include, but are not limited to: business management, human resources, technology, regulations, asset management, operations, communication, and finance as related to the imaging industry.

- **Focus on CRA**
  Link publishes articles focusing on the latest updates from the Radiology Administration Certification Commission (RACC) regarding the Certified Radiology Administrator (CRA) certification. RACC commissioners often contribute articles discussing the merits of the CRA.

- **AHRA Education Foundation**
  Link publishes articles devoted to the latest news on the AHRA Education Foundation. According to the agreement signed by applicants to the Partners in Learning program and recipients of the Osborn Scholarship, selected members must write and/or contribute their experiences to article(s) in Link no more than 30 days following completion of the event/visit. Articles focus on lessons learned, experiences shared, and/or knowledge acquired.

- **AHRA News**
  Many articles published in Link relate to current AHRA offerings, such as meeting descriptions, scholarship information, members in the news, and calls to action for nominations, elections, and contests.

**Editing Process**
Link reserves the right to edit, revise, and otherwise change articles to meet the newsletter’s style and standards, but works to collaborate with authors.

**Article Submission**
Articles and supporting files (tables, graphs, illustrations, and/or photographs) must be submitted electronically.

**Style Guide**
Link’s style is based on the American Medical Association (AMA) Manual of Style. Articles should include:
- Author’s full name, degree, title, affiliations (including institution name and location), and e-mail address.
- Though not required, authors are encouraged to submit a head shot to accompany their article.
- Data points for all tables and graphs, if applicable.
- Accurate and complete references, if applicable. References should be listed in the order in which they appear in the text. Authors are encouraged to use current reference material (ie, published within the past 5 years).

**Word Counts**
The average word count for an article in Link can range from 400-700 words, depending on the depth of the topic.
Tables, Graphs, Illustrations, and Photographs
Each table, graph, illustration, and/or photograph must be submitted as a separate file; **do not embed it in the article.** All tables, graphs, illustrations, and/or photographs must be numbered in order of their reference within the article. Authors should provide captions and credit lines (if applicable) for all tables, graphs, illustrations, and/or photographs. All electronic images should be high-resolution (300 dpi) JPEGs.

Copyright
Each article is accepted with the understanding that it is to be published exclusively in *Link*; other arrangements must be made in advance and in writing. Articles should not contain anything that is libelous or unlawful, or infringes on the common law or statutory copyright of any individual, publication, corporation, or any other entity; and articles should not be under consideration by other publishers at the time of submission.

Article Publication
*Link* cannot guarantee publication of all articles, although every effort is made to do so. In addition, *Link* cannot guarantee article publication on a specific date.

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