Newsletter Writing Guidelines

Audience

The primary audience for *First Illinois Speaks* are chapter senior and mid-level healthcare financial managers, including CFOs, VPs of Finance, controllers, revenue cycle directors, patient financial services managers, business office managers, and others responsible for healthcare financial management of healthcare organizations in the Greater Chicago and Northern Illinois area. Most of our readers are based in hospitals or health systems.

Types of Articles

Articles for *First Illinois Speaks* should be clear and concise. Articles should focus on action—specific, practical steps readers can take to improve performance in their organizations. Some articles may focus on strategy, and some may focus more on tactics, but all articles should explain why the issue is important and how to improve performance. Tools and examples are encouraged. Articles generally run 1,000-1,500 words. Shorter, "how-to" or single subject articles of 500-800 words are also welcome.

Authors should suggest titles for their articles. Graphs, charts, and tables (PDF or JPG only) should be provided when appropriate. Footnotes should be kept to a minimum and placed at the end of the article.

Topics

High-priority topics are those that affect a large segment of our audience. Current topics of interest include Healthcare in the 2020s, Artificial & Machine Learning, Revenue Cycle Management/Denials Management/Patient Access, Margin Improvement, Capital Planning, Leadership, and Changing Payment Models/Population Health.

Pitfalls

These are the types of manuscripts we most often receive that don't fit our needs:

- Scholarly works more suitable for an academic journal.
- Articles that are overly general or lack action steps.
- Articles that our reviewers tell us appear to promote a specific product or service.

Our Annual Partners and Members are encouraged to submit articles, but should be sure that the articles present a systematic approach to understanding and improving business processes, rather than solely a description of the virtues of, for example, a particular type of technology. Company and product names should not appear in manuscripts (although company names do appear in author bios). (Author bio example: Full Name, Title, Company Name).

Author Information

Authors should provide their full names, academic or professional titles, academic degrees, professional credentials, telephone and e-mail addresses. Articles should be submitted electronically by e-mail as a Microsoft Word or ASCII document.

Publication

Unfortunately, we cannot promise publication in a specific issue of the newsletter. However, we make every effort to publish articles as promptly as possible.

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