

2016 ASHHRA PUBLICATION AUTHOR SUBMISSION GUIDELINES AND CONTENT PLAN

Thank you for your interest in sharing your success stories with ASHHRA for possible publication in the official quarterly magazine of the American Society for Healthcare Human Resources Administration.

The American Society for Healthcare Human Resources Administration (ASHHRA) seeks to support the ASHHRA mission by offering members information and tools that are forward thinking and relevant to their roles as health care human resource (HR) professionals.

CONTRIBUTOR GUIDELINES

ASHHRA will consider author contributions only if the following conditions are met:

- [Complete the online Call for Articles](#)
- Email ashhra@aha.org that you have done so
- Success stories must focus on a topic relevant to ASHHRA members as recommended in the 2016 Content Plan
- Advertorials are not acceptable
- Your company name may appear only in the tagline at the end of the article where author contact information will be listed — you must have author's name on article
- Original articles submitted exclusively to ASHHRA must be emailed in a Microsoft Word document only with author's name on the article
- Manuscript must be no more than 1,200 words in length
- Authors must comply with all submission deadlines

Acceptance criteria

- Success stories are appropriate to the subject matter and consistent with the ASHHRA mission and vision
- Cover subject topic substantively and must have actual health care HR related case studies or best practices
- Present new information or add a new slant to existing practices
- Information is technically accurate with "Sources" included at the end (no opinions)
- Written permission of interviewees must be submitted to ASHHRA
- Quoting individuals must be sourced at end of article (Last name, first name. Personal Interview. 27 April 2015)

Review process

- All stories undergo an ASHHRA review process
- No guarantee a submission will be published due to space available and an overabundance of articles received
- All manuscripts accepted for publishing are subject to editing

- All manuscripts become the property of ASHHRA once published (agreement form to be signed by author)

If requested, ASHHRA will email the published article in PDF format with permission to reprint and/or post to a website.

See the 2016 Content Plan for editorial topics below. Articles to be emailed to ashhra@aha.org.

SPRING 2016 – Due December 1, 2015

Strategies in Health Care HR – HR Delivery: Reach Beyond the Expected

Creating High-Performance Culture

Elements of a game-changing talent strategy

Health Care HR Week: March 13–19, 2016

Resources, activities and ways to celebrate

Metrics in Health Care HR

HR analytics and knowledge for relevant benchmarks and HR metrics

(PwC/HR Metrics Tool)

The New Generation of Benefits

The ways millennials are driving change in benefit offerings

The Evolution of Social Media

The new ways to leverage social media for recruitment

Building a Learning Organization

How a learning organization drives culture change and organizational outcomes

Employee Surveys

How analytics can turn into drivers of business outcomes

Bullying in the Workplace

A deep look at the business and personal impacts of bullying in the workplace

Selecting for a Patient-Centric Culture

Deploying a patient-focused selection-based cultural intervention

SUMMER 2016 – Due March 7, 2016

Employees: The Heart of Health Care – People Strategies: Lead with Your Heart

Organizational Orientation

How to create meaningful connections and bring your organizational culture to life

Supporting the Frontline

Ways to create happier patients and happier employees

Recognition Programs

Exploring recognition in the multi-generational workforce

Maximizing Differences

How different generations can support one another and maximize patient satisfaction

Veterans and Health Care Careers

Why well-meaning employers are missing the mark in hiring veterans

The Wellness Wave

The most effective wellness programs that impact population health

Caring for Diverse Patient Populations

How to help staff deliver culturally competent care

FALL 2016 – Due June 3, 2016 – The Leadership Issue
Personal Leadership: Exemplify Excellence (Annual Conference issue)

The Value of ASHHRA Annual Conference and Exposition

What to expect and ways to make the most of your experience

Health Care HR Women in Leadership

How ASHHRA women are *Leaning In* to their organizations

ASHHRA Advocacy Committee Annual Update and Position Papers

An annual report on committee activities and ASHHRA stance on The Hill

It Starts at the Top

How to support frontline leaders to build a culture of engagement

ROI on Leadership Development

Make a compelling case for investing in leadership development

The Language of Leadership

How to frame and speak in a way that motivates and inspires others

Engaging Our Front-Line in Leadership

Why we need clinical staff to create leadership efficiencies to focus on quality care

The Future of Work

What the C-suite really wants and needs from HR

WINTER 2016 – Due August 31, 2016

The Business of Health Care – Healthcare Business Knowledge: Embrace New Learning

Celebration of Excellence

ASHHRA celebrates the achievements of award-winning members

Understanding the IHI Triple Aim Framework

HR's impact on the patient experience, population health and per capita costs

Long-Term Care and HR

HR impacting their organizations through employee retention, training and support

A Retail Future for Health Care?

Analyzing the implications of retail consumerism in the new health care landscape

The Business of Health

How a culture of health for employees can improve population health

New and Shifting Roles of the Future

The evolution and creation of roles—including virtual—for the health care workforce

Six Sigma and Lean Hospital Management

Eliminating defects, improving operational excellence and how this ties into HR

Unconscious Bias in Health Care

How unconscious bias is compromising your commitment to talent and patients

The New Consumer-Centric Approach

How to design a five-star service experience for every candidate, customer and constituent

Reference style

Books

The following information must be included for books in lists of references and in bibliographies:

- Name of author or editor (last name first, then first and middle initials, then Jr., Sr., III, etc., if applicable)
- Title of book in italics and with all words capitalized except for prepositions, articles and conjunctions
- City and state for place of publication
- Name of publisher
- Date of publication (year only)
- Page number (only if appropriate).

Use one of the following formats as applicable:

U.S. Department of Health, Education, and Welfare. *Towards a Comprehensive Health Policy for the 1990s: A White Paper*. Washington, D.C.: U.S. Government Printing Office, 1991.

Sigerist, H.E. *A History of Medicine*. Vol. 2, *Early Greek, Hindu and Persian Medicine*. New York City: Oxford University Press, 1996.

Michigan Department of Social Services. *Health Care and Income: The Distributional Impacts of Medicaid and Medicare Nationally and in the State of Michigan* (Research Paper No. 5). Lansing, MI: MDSS, 1994.

Freud, S. Edited by Gaynor, F., and Fodor, N. *Dictionary of Psychoanalysis*. Westport, CT: Greenwood Press, 1996.

Periodicals

The following information must be included for articles from periodicals, such as magazines and journals which are referred to in reference list of bibliographies:

- Author's name (last name first, then first and middle initials, then Jr., Sr., III, etc., if applicable)
- Title of article (first word and proper nouns capitalized)
- Name of journal or magazine (italicized)
- Volume number
- Issue number (in parentheses)
- Inclusive page numbers (that is, numbers of first and last pages of article)
- Month, day, and year of publication.

Use one of the following formats as applicable:

Douglas, C.W. Social-psychological view of health behavior for health services research. *Health Services Research*. 6(1):153-155, Spring 1994.

Rowen, M., and Dorsey, T.J. Radiologic special procedures privileges. *Journal of the American Medical Association*. 220(3):895, May 8, 1995.

Unpublished matter

For material cited from unpublished matter, use one of the following formats as applicable:

Aker, G.A. A national survey of medical and health facilities in prisons. Master's thesis, University of Iowa, Iowa City, 1996.

Corley, T. An evaluation and review of some of the more significant problems of the Frankford Hospital clinics. Unpublished paper, Temple University, Philadelphia, no date.

Dalton, P. The problem-oriented record. Luncheon address, American Medical Record Association annual meeting, Denver, Oct. 17, 1995.

Internet references

Website

Centers for Medicaid and Medicare Services. 2000. State Children's Health Insurance Program (SCHIP) aggregate enrollment statistics for the 50 states and the District of Columbia for federal fiscal year 2000 (accessed on Aug. 8, 2003). Available at: www.cms.hhs.gov/schip/fy2000.pdf.

Internet published article based on printed source article

Waterston, F., Dixon M. (2007). Cuisine as a cultural and religious marker [Electronic version]. *National Journal of Anthropology*, 7, 125-132.

Internet article in an Internet-only journal

Wiltshire, R. D. (2006, May 5). Changing thinking patterns to reduce depression. *Psychology For the Future*, 3, Article 0012. Retrieved March 15, 2007, from <http://www.psychologyforthefuture.org/articles/art0012.html>

Internet article in an Internet-only newsletter

Perez, A. R., Winters, S., Jackson D.B., et al. (2005, June). Using video to increase conversion rates. *Marketing News Online* (05-06). Retrieved October 15, 2006, from <http://www.marketingonline.com/newsletters/Jun05.html>

Internet report posted online

Montreal Region Task Force On Crime, Interim Report Number Two. (2006, November). *Statistics and trends in crime*. Retrieved February 12, 2007, from <http://montrealislandcrime.qc.ca>

Document on government or university website

Bank of Montreal, Business Coach Series, *Developing Your Business Plan*, Retrieved August 5, 2007, from Government of Canada, Canada Business Web site: <http://bsa.canadabusiness.ca/gol/bsa/site.nsf/en/su07140.html#a3>

Report from private organization - on their website

Rasmussen, Inc. (2005, October 28). *Knowledge Process Outsourcing in Asia*, Retrieved July 20, 2007 from <http://www.rasmussen.com/papers/kpoindia.pdf>