

## 2018 ASHHRA Publication Author Submission Guidelines and Content Plan

Thank you for your interest in sharing your success stories for publication in *HR Pulse*, the official quarterly magazine of the American Society for Healthcare Human Resources Administration (ASHHRA). ASHHRA seeks to fulfill its mission by offering its members information and tools that are forward-thinking and relevant to their roles as health care human resource 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](mailto:ashhra@aha.org) once completed
- Success stories must focus on a topic relevant to ASHHRA members as recommended in the 2018 Content Plan (see page 2)
- 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 an 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 must be consistent with the ASHHRA mission and vision and are appropriate to the subject matter. Additionally, they must:

- 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 (e.g., Last name, first name. Personal Interview. 27 April 2015).

### Review Process

All stories undergo an ASHHRA review process.

- There is no guarantee a submission will be published
- All manuscripts accepted for publication are subject to editing
- All manuscripts become the property of ASHHRA once published (per agreement form signed by author).

## 2018 Content Plan for Editorial Topics

Articles must be emailed to [ashhra@aha.org](mailto:ashhra@aha.org).



### Q1 Spring 2018 People Strategies

Articles due December 1; Mail January 30, 2018

#### **Topics:**

*Recruitment and Retention*

*Example subject matter may include:*

- *Strategies to retain frontline employees such as CNAs, Medical Assistants, etc.*
- *Applicant Software: Is your software outdated and possibly deterring qualified candidates?*
- *Workforce planning.*



### Q2 Summer 2018 HR Delivery

Articles due March 6; Mail May 15, 2018

#### **Topics:**

*Compliance and Transactional Work*

*Example subject matter may include:*

- *How you have used transactional work components to help your organization achieve its strategic goals*
- *Tools to measure employee benefits are in line with regional marketplace standards*
- *Cybersecurity: What does it mean in a HIPAA environment?*



### Q3 Fall 2018 Personal Leadership – Conference Issue

Articles due June 5; Mail August 14, 2018

#### **Topics:**

- *Build trust through collaboration and consultation with stakeholders within the organization*
- *Inspire, influence and motivate others*
- *Champion continuous learning and self-growth*

*Example subject matter may include:*

- *Employee training programs geared towards understanding diverse patient populations*
- *Benefits of an employee recognition program and its effect on the morale of the organization*
- *The ROI of professional development and certifications within the health care field.*



### Q4 Winter 2018 Healthcare Business Knowledge

Articles due September 5; Mail November 14, 2018

#### **Topics:**

*HR Leaders role in strategic and organizational development*

*Example subject matter may include:*

- *Implemented programs that contribute to the organization's end of year financial goals*
- *Patients as "customers", how do you market your organization?*
- *Understanding how high-level recruitment adds to the business value.*

## 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](http://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>