



2011 ASHRA Publication Author Submission Guidelines

Purpose of ASHRA Publications

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

Subject areas of particular interest to health care HR professions include compensation, benefits, wellness, training, risk, recruitment, retention, labor relations, advocacy, management, succession planning, organization development, financial management, business development, workforce issues, diversity, immigration, community citizenship, and other health care HR-related topics.

ASHRA publications are as follows:

- **HR PULSE - quarterly submissions**
- **E-News Brief - monthly submissions**
- **Diversity eNewsBrief - bi-weekly submissions**
- **Position Papers - open submissions**
- **White papers - open submissions**

Submission Process

Step 1: Submit an outline (encouraged but not required).

Submit an outline or an abstract (about one page) describing the subject and purpose of your article. The outline will be reviewed and suggestions made to help you focus on the needs and interests of our readers.

Step 2: Submit the paper

Please observe the following guidelines in submitting your completed article:

- Manuscript should be no more than 1500 words in length (for *HR Pulse*)
- Manuscript must be submitted electronically, as a Microsoft Word document
- Include contact information and author's name
- Number the pages
- Include a **brief biography**—title, affiliation, location, and list of articles you have published.

Review Process

All manuscripts undergo a review process, and there is no guarantee that a submission will be published. During the review process, authors are obliged to refrain from submitting the article to other publications or distributing it in any other written format to others. This restriction does not prevent authors from having their articles reviewed by others prior to submitting their manuscripts to the journal. This single-publication restriction terminates upon notification that the article has been rejected for publication as an ASHRA publication.

Acceptance Criteria

To be accepted, articles must meet at least the following criteria:

- They are addressed specifically to our audience of health care HR professionals
- They are appropriate to the subject matter and consistent with the ASHRA mission and vision
- They cover subject topic substantively
- They present new information or add a new slant to existing practices
- The information they contain is technically accurate
- They conform to the manuscript format set forth in these author guidelines.



All manuscripts accepted for a publication are subject to editing. Once accepted for publication, all articles become the property of the American Society for Healthcare Human Resources Administration and may not be reprinted or published elsewhere without the written permission of the author and the American Society for Healthcare Human Resources Administration.

Author Responsibilities

One important author responsibility is to **observe deadlines**. Because we must coordinate the articles of numerous authors and meet a strict printing schedule, it is essential to commit to and meet the deadlines assigned.

Other responsibilities for authors are as follows:

- Original articles must be submitted exclusively to ASHHRA for publication
- Your article **may not** contain advertising or marketing language
- You must supply the source of any material you quote.

References 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 underlined 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.

Websites

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.

ASHHRA Publications cannot exist without knowledgeable authors willing to share their expertise. With your help, it will continue to be a significant contribution to the education of health care human resources professionals.

Please submit all materials to:

Shirley Armistead

Staff Editor

ASHHRA, a division of the AHA

155 N. Wacker, Suite 400

Chicago, IL 60606

312-422-3728

sarmistead@aha.org

www.ashhra.org



ASHHRA HR PULSE Magazine
Editorial Topics and Submission Deadlines for 2011
Contact: Shirley Armistead, sarmistead@aha.org or 312-422-3728

Qtr	Submission Due Date	Theme
Q1	Nov. 30, 2010 Spring	Health Care Business Knowledge – What Does Your CEO Need You to Know? Health Reform The Joint Commission Standards The Business of Health Care Quality / Risk Management
Q2	March 1, 2011 Summer	People Strategies – Are You Communicating With Your Employees? Succession Planning Employee Morale Employee Engagement Management and Professional Development Mentoring / Coaching
Q3	June 1, 2011 Fall (Conference Edition)	Your Workforce – Are You Listening AND Understanding? Labor Relations / Labor Readiness Advocacy Unions Policy & Practice Organizational Commitment
Q4	Aug. 25, 2011 Winter (Award Announcements)	Is Your Department Award Winning? If Not, Then Why Not? Award Winning Departments Best Practices Background Screening Lean Processes Service Excellence

As of August 31, 2010