

## 2013 ASHHRA Publication Author Submission Guidelines

### Purpose of ASHHRA Publications

The American Society for Healthcare Human Resources Administration (ASHHRA) publications 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.

Subject areas of particular interest to health care HR professions include compensation, benefits, wellness, physician engagement, strategic planning, 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.

ASHHRA publications are as follows:

- **HR PULSE - quarterly submissions** (strict limit of 1500 words)
- **e-News Brief - monthly submissions** (strict limit of 1500 words)
- **Diversity e-News Brief - bi-weekly submissions** (no limit of words)
- **e-News Benefits and Wellness Brief- monthly submissions** (strict limit of 1500 words)
- **Position Papers - open submissions** (no limit of words)
- **White papers - open submissions** (no limit of words)

### Submission Process

**Step 1: Complete the online Call for Articles** <http://www.surveymonkey.com/s/hrpulsecallforarticles>

After completing the Call for Articles, please email [ashhra@aha.org](mailto:ashhra@aha.org). You will be contacted.

### Step 2: Submit the paper

Please observe the following guidelines in submitting your completed article:

- Manuscript must be no more than 1500 words in length (for *HR Pulse*)
- Manuscript must be submitted electronically, as a Microsoft Word document (not a PDF)
- Include contact information: author's name, title, organization, location, and how author can be reached (This will be included at the end of the article.)
- Number the pages
- Include a **brief biography**.

### 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 ASHHRA 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 ASHHRA mission and vision
- They cover subject topic substantively and **must have health care HR related case studies or best practices**
- 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 ASHHRA and may not be reprinted or published elsewhere without the written permission of the author and ASHHRA.

### 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.

### 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 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.

### **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>

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.

**ASHHRA HR PULSE Magazine**  
**Editorial Topics and Submission Deadlines for 2013**  
**Contact Shirley Armistead: [ashhra@aha.org](mailto:ashhra@aha.org) 312-422-3720**

<b>Qtr</b>	<b>Submission Due Date</b>	<b>Theme</b>
Q1	Nov. 13, 2012 Spring  (Mails 2/1/13)	<b>Inclusion</b> Future of workforce trends / models Diversity and inclusion topics Business of health care Tools for health care HR jobs
Q2	Feb. 28, 2013 Summer (Mails 5/14/13)	<b>Engagement</b> Employee / Physician Engagement Quality / Risk Management Physician Integration Patient Satisfaction
Q3	June 14, 2013 Fall  (Conference Edition) (Mails 8/28/13)	<b>The Workforce</b> Labor Relations Advocacy / ASHHRA Advocacy Committee Hill Visit Policy and Practice Organizational Commitment
Q4	Aug. 16, 2013 Winter  (Award Announcements) (Mails 11/27/13)	<b>People Strategies</b> Succession Planning Culture Employee Engagement Management and Professional Development Mentoring / Coaching Talent Management

**After completing the online Call for Articles, please indicate that to Shirley Armistead.**

**Shirley Armistead, Staff Editor**

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As of October 11, 2012