

2015 ASHHRA Publication Author Submission Guidelines

Purpose of ASHHRA Publications

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.

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 (due by dates on page 4)
- **e-News Brief - monthly submissions (due by first Wed. of every month)**
- **Diversity e-News Brief - bi-weekly submissions**
- **e-News Benefits and Wellness Brief- monthly submissions (due by second Wed. of every month)**
- **Position Papers - open submissions**
- **White papers - open submissions**

Submission Process

Step 1: [Complete the online Call for Articles](#)

After completing the Call for Articles, please email 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 in the article: 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** (for ASHHRA information only).

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. 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 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 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
- You will be asked to sign a Contributing Content Agreement form giving ASHHRA ownership of your article.

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>

ASHHRA publications cannot exist without knowledgeable authors willing to share their expertise. With your help, they will continue to make significant contributions to the education of health care human resources professionals.

2015 Editorial Topics and Educational Schedule	
Quarter	Themes
Q1 Spring Articles due Nov. 17 Mails Feb. 3, 2015	HR Delivery Employee Relations Engagement Compensation and Benefits HR as a Strategic Partner Lean Recruiting Managing Physicians
Q2 Summer Articles due February 27 Mails May 11, 2015	People Strategies Succession Planning Multi-generational Workforce Change Management Improving Leadership Talent Management Value of Continuing Education/Certification
Q3 Fall Articles due May 21 Conference Edition—Mails Aug. 17, 2015	Healthcare Business Knowledge ACA HCAHPS /Patient Satisfaction Mergers and Acquisitions Future of the Health Care Workforce Labor Relations Regulatory Updates (EEOC/OFCCP/ADAAA) ASHHRA Mentoring Program
Q4 Winter Articles due Sept. 4, 2015 Award Announcements Mails Nov. 18, 2015	Personal Leadership Disaster/Emergency Planning Mentoring Diversity and Inclusion Wellness/Health Initiatives Supporting Lower-Wage Workforce Workplace Bullying/Safety

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

Shirley Armistead, Staff Editor

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As of May 27, 2015