

## White Paper Guidelines

### **Introduction**

The following guidelines provide more information and should be helpful to those who wish to “put pen to paper” for the professional development and edification of those within our organization. The White Papers we solicit this year and in future years will undoubtedly capture some of that excitement and perhaps some of the controversy as well.

### **Purpose**

The purpose of American Society for Healthcare Human Resources Administration (“ASHHRA”) White Papers is to provide and maintain a collection of articles, commentaries, and position statements written by ASHHRA members, staff, consultants, and attorneys about healthcare human resources administration, management, research, practice, legal and legislative developments.

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### **Authorship and Disclaimers**

Authors must certify to ASHHRA that White Papers submitted are original works and provide appropriate attribution for the materials of others upon which the author(s) have relied. Customarily this is done through the use of quotations and corresponding notations such as footnotes, endnotes, a bibliography, or the like. Each White Paper shall include a disclaimer to the effect that it is not intended to be a substitute for legal or other professional advice, and that opinions presented are those of the author(s) and do not necessarily represent the position or views of ASHHRA, AHA, or any other organization as to the topic or topics covered.

### **Conflicts of Interest**

ASHHRA White Papers must represent the highest standards of professional practice and authorship. They must conform to general professional standards reflected in the respected professional journals available to human resources professionals. They must be free of defamatory and arguably defamatory statements, blatant self-promotion, and/or conflicts of interest. White Papers will often cover controversial subjects and may be afforded “editorial license” within the bounds of professionalism and law. In some cases, a White Paper may actually invite a countervailing point of view from other writers.

Authors should avoid promoting particular products, candidates for elective office, ballot measures and the like, services, vendors, organizations, firms, attorneys, consultants, or consulting agencies. Position statements or recommendations that are applicable to a broad range of products or services are acceptable. White Papers shall not contain advertising.

### **Submission Guidelines**

White Papers should be submitted to ASHHRA/AHA Jamie Macander at the address set forth above and in accordance with the following:

- Typed in Microsoft Word (or the like) in Times New Roman 12-point font, double-spaced, with 1-inch margins on all sides;
- The recommended minimum length is 1,500 words, or about four typed pages of double-spaced pages of text;
- The title should appear in all caps on the first page, followed by the author's name and contact information;
- In general, figures, tables, references, and other graphics should be included at the end. If photographs are included, the author(s) must certify that they have permission to use the photographs, whether or not they are to be used for a commercial purpose. This is particularly important as some state laws prohibit the use of one's likeness for a commercial purpose without permission;
- Authors should write clearly and concisely, keeping the intended audience(s) in mind. Generally, the third person should be used.
  - If submitting a work for the first time, it is recommended that one read some of the White Papers previously accepted for publication to get a sense of what has been considered acceptable in the past, including but not limited to White Papers submitted to SHRM.
  - Before engaging in research and writing, it is recommended that one conduct a literature search to help ensure that the same subject matter has not already been covered. Covering the same subject matter in a new or different way is not necessarily discouraged.
  - Before submission, consider having your article reviewed by a peer, another experienced writer, an English professor, or another trusted professional.
- Include references to your sources at the end of the White Paper, using a generally accepted format, e.g., the current edition of the American Psychological Association Publication Manual, or the Chicago Manual of Style, or the like; and
- Authors should describe their own expertise, knowledge, and/or interest in the topic in two or three sentences at the end of the paper
- Please note that the format of the paper may be changed prior to publication.

#### **Submission Contact**

Authors may submit their completed manuscripts for consideration to ASHHRA as follows:

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#### **Distribution/Publication Discretion**

ASHHRA and its committees and subcommittees encourage the preparation of White Papers and respect and value the time and energy contributed to the effort. ASHHRA retains sole discretion to distribute and/or publish White Papers, or to decline to do so, or to request that an author resubmit his or her work for future consideration.

#### **Questions Comments and Suggestions**

Questions, comments and suggestions are always welcome and may be directed to ASHHRA through Jamie Macander at the address above.