

ASHRM Forum Author Guidelines

Overview

The American Society for Health Care Risk Management (ASHRM) publishes the ASHRM Forum on the ASHRM website throughout the year. The Forum's purpose is to publish original work, trends and new developments in the field of health care risk management. The ultimate goal is advancing safe and trusted health care and promoting proactive and innovative management of organization-wide risk. The Forum is accessible to over 6,000 members of ASHRM.

The Forum seeks articles that will help risk managers improve their professional performance and focuses on insightful, peer-reviewed content that relates to patient safety, insurance, legal, leadership, and other timely health care risk management issues.

Areas of particular interest include:

- Patient safety
- Enterprise risk management (ERM)
- Leadership
- Health care risk management
- Health information management
- Emergency management
- Performance improvement
- Medication safety
- Risk financing/insurance
- Legal
- Accreditation
- Ethics in patient care
- Organizational staffing
- Occupational and environmental health
- Clinical crisis management
- Risk management information systems

The Publication Process

Submissions must be original work and not previously published, or under consideration for publication elsewhere.

Manuscript submission.

Articles should be submitted electronically to ASHRMFORUM@aha.org along with a completed ASHRM Contributing Content Agreement (CCA).

Initial review and feedback by the Forum task force reviewers.

Members of the ASHRM Forum task force will review the submission. Following review, the author(s) will be advised of the Forum's decision.

Subsequent evaluation and feedback.

Following initial review, the author(s) may be asked to revise the manuscript. The Forum Task Force will review the submission and may offer suggestions to help authors focus on the needs and interests of ASHRM readers. All articles accepted for publication in the Forum are subject to review and editing by the Forum reviewers and ASHRM's editor.

Copyright Transfer Agreement.

ASHRM enables authors to complete their content transfer agreement via a browser-based interface. If your submission is accepted and is co-authored, the author identified as the formal corresponding author for the paper will receive an email prompting them to complete ASHRM contributing content agreement (CCA). The terms and conditions of the CCA can be previewed here:

<https://www.ashrm.org/ashrm-forum-seeking-new-authors-and-contributors>

- Article length: aim for final work product is 600 – 2,000 (max) words. Author should submit utilizing Forum Submission Form found at <https://www.ashrm.org/ashrm-forum-seeking-new-authors-and-contributors> with a completed ASHRM contributing content agreement.
- **Do NOT embed images, headers, footers, or graphic elements in the text of the article.**

- Graphics are encouraged to be submitted separately, not in the document and need to be .jpgs, not pdfs.
- Photographs and graphics **should be attached separately**.
- Send .jpgs with the name of the photographer (or “Photo courtesy of XYZ Hospital”) if being contributed. Include a caption with identification if more than one author is in the image.
- Recommended location of graphics and photographs in article should be indicated by the author using “Figure 1”.
- At the top of the article, include a brief, eye-catching headline and byline with the name and credentials of the author(s).
- At the end of the article, include a brief author bio of no more than three sentences.
- Email completed article and CCA to ASHRMFORUM@AHA.ORG

Article Review

- The article will be sent to the Forum taskforce members requesting at least 3 reviewers.
- The author may be asked to further edit or provide additional information.
- Accepted submissions will be posted on the ASHRM website, and an announcement of the article will be included in ASHRM eNews.
- *Submission and/or approval does not guarantee publication.*

Editorial Style

- Follow Associated Press (AP) Style for editorial content.
- Follow American Psychological Association (APA) style for footnotes.
- Do not use the endnote feature in Word. Use footnote instead.
- Put the footnote number in parentheses (1).
- List all footnotes/references at the end of the article, not the end of each page.

Additional tips and reminders:

- **Health care** is two words, not one (unless used in a formal name, such as Scottsdale Healthcare Corp. or American Society for Healthcare Risk Management).
- **Use ONE space after periods**, not the old manuscript style of two spaces.
- **Hyphenate words used as adjectives** – She was included in the decision-making process.
- **Do not hyphenate when used as noun** – Various factors were involved in the decision making.
- **Time, date, place (in that order)**

EXAMPLES:

1 – 4 p.m., Wednesday, Feb. 23, in the Conference Room, Sheraton
 8 a.m. – noon, March 2, in the Exhibit Hall, Conference Center, address
 NEVER: January 3rd or 12:00 p.m. (use noon); not 8:00; not Oct. 12th

- **Months**

Capitalize the names of months in all uses.

When a month is used with a specific date, abbreviate only *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.*

Spell out when using alone, or with a year alone.

When a phrase lists only a month and a year, do not separate the year with commas.

When a phrase refers to a month, day and year, set off the year with commas.

EXAMPLES: *January 1972 was a cold month; Jan. 2 was the coldest day of the month. His birthday is May 8. Feb. 14, 1987, was the target date. She testified that it was Friday, Dec. 3, when the accident occurred. (Note: the last example has a comma because it sets off the "when" phrase.)*

- **No comma before "and" in a series**

EXAMPLES: Sue, Mike, Ann, Pete and Jorge.

- **Commas and periods always inside quotes**

EXAMPLES: "Fun is fun," she said. He said, "Fun is fun."

- It is forward and toward; never forwards or towards

Examples of proper APA footnotes

Maurice Bernstein, Maurice MD. & Capra, Doug. (2011, January 11). Better communication leads to better care. *American Medical News*. Retrieved April 2014, from <http://www.amednews.com/article/20110131/profession/301319955/5/#1#1>

Cohen, Jeffrey, MD. FACS, FASCRS., Orlando, Rocco III, MD., Kelly, Kevin MPH. & Diastasio, Susan, MBA. (2013, January – February) A Results-Driven Risk Management Program: One Surgical Group's Success Story. *Physician Executive Journal of Medical Management: American College of Physician Executives*, 45-50.

Martin, Keith L. (2011, February 23). Arm Yourself Against Malpractice: Proper communication is one of your biggest weapons against plaintiffs' attorneys. *UVA Physicians Practice*, 21.

Williams, JD. *Physician, Protect Thyself, 7 Simple Ways NOT to Get Sued for Medical Malpractice*. Pensacola, FL: Margol Publishing, LLC.