AMERICAN
SOCIETY FOR
HEALTH CARE
RISK
MANAGEMENT

ASHRM

Forum Author Checklist

Checklist Item	Action	Completed
Topic	Send proposed topic and two-sentence summary to ASHRM Forum in Word format to **ASHRMFORUM@aha.org**	
Content Transfer Agreement	Review Author Guidelines and submit CCA to **ASHRMFORUM@aha.org** at https://www.ashrm.org/ashrm-forum-seeking-new-authors-and-contributors	
Writing the Article	Article length: 600 - 1,200 words for final work product.	
	Submit copy as a Word document with no inserts, headers, footers, or other graphics elements to **ASHRMFORUM@aha.org**	
	Graphics are encouraged and need to be .jpgs, not pdfs.	
	Photographs and graphics should be attached separately.	
	Do NOT embed images, footers, headers or graphic elements in the text of the article.	
	Send .jpgs with the name of the photographer (or "Photo courtesy of XYZ Hospital") if being contributed.	
	At the top of the article, include a headline and byline with author's name and credentials.	
	At the end of the article, include a brief author bio of no more than 3 sentences.	
	Separately, send a .jpg photo of the author of at least 300 dpi.	
	Email the completed article to the Forum in Word format to **ASHRMFORUM@AHA.ORG**	
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.	

Please check for the following:

• Health care is two words, not one (unless used in a formal name) • ONE space after periods • Hyphenate words used as adjectives; do not hyphenate words when used as noun. • Time, date, place (in that order) • Capitalize the names of months in all uses. • No comma before "and" in a series • Commas and periods always inside quotes • It is forward and toward; never forwards or towards	•