

The Journal of the *National AHEC* Organization

EDITORIAL GUIDELINES FOR ALL PROSPECTIVE AUTHORS

At least one issue of the *Journal* is published each year. Sections may include:

- Thematic section with lead and AHEC articles
- “Spirit of AHEC” section

The Audience of the Journal

- *Journal* readers are frequently professionals who are familiar with AHEC’s mission and organization. Readers include organizations who collaborate with AHEC programs; federal, state and local legislators and government officials; constituent communities, private and public funding organizations; and program staff, volunteers, students and faculty.
- *Journal* readers are just as often likely to represent newcomers to AHECs from all of the places listed above. The *Journal’s* dual functions are to
 - share program activities and initiatives among the AHEC network
 - inform our current and potential collaborators, partners, and funders.
- The Editorial Board stipulates that articles be written in a “journalistic” rather than “academic” style (important information at the front on the article - think of an inverted pyramid, with crucial material at the top). Use third person style.

Thematic Section

- The Editorial Board selects a theme for each issue that is framed by Board members in a Call for Articles that defines the topic and provides guidance for potential authors.

- Editorial Board members are available to assist authors in conceptualizing and developing their articles in the context of the theme.
- Be sure to include information on:
 - How program addresses issue theme
 - What's unique about your program
 - In-depth, substantive focus on one or two initiatives
 - Describe essential role of AHEC (how AHEC is critical/value-added to program)
 - Key data and graphs and/or tables to support need and results/outcomes
 - Program outcomes/impact (How did behaviors change as a result of this program?)
 - Several appropriate references
 - Who? What? Why? Where? When? How?

“Spirit of AHEC” Section

- Articles are dedicated to telling the AHEC story through personal experiences and the voices of the people who are at the heart of AHEC: students, community people, and faculty.
- All members of the network are invited to submit an article about a person that embodies the spirit of their AHEC.
- The article should focus on how the spirit of the AHEC is exemplified, should convey personal experiences and represent an important project in your AHEC's program.
- Graphical and/or tabular data reflecting needs, outcomes, partners, etc. should accompany article, if relevant.

Submission of Articles

- All authors are encouraged to contact members of the Editorial Board for assistance prior to submission. (See back of Journal for list of board members.)
- All articles should be submitted electronically via e-mail to the Editor: editor@nationalahec.org with Journal Submission Cover Sheet.

Format (See Cover Sheet)

- Proposed Title
- Authors' information—maximum of three authors per article (including complete name(s), credentials, position(s) and AHEC affiliation(s))

- Photo of each author

Photographs and/or Graphics

- Please include at least two high resolution (minimum 300 dpi 1"x1") .jpg digital photos that illustrate the topic with captions including names and titles of subjects.
- Graphics are encouraged.
- Head shots are required.

Reference Style

References for Journal articles will follow APA style. For assistance please see <http://www.wisc.edu/writing/Handbook/DocAPA.html> or <http://apastyle.apa.org>

Web Links in Journal Articles

Web-links that enhance the article by referring readers to relevant, no-cost AHEC products or examples of the topic under discussion are generally acceptable

Web-links to commercial products will not be accepted in the body of the article. Advertisements in the Journal may be purchased to promote commercial products that are germane to healthcare workforce or health professions educational issues, and to the mission of the national AHEC programs.

Word Counts

- Thematic Lead Article 1200-2500 words
- Thematic AHEC Article 750-1500 words
- "Spirit of AHEC" Article 750-1500 words.

All articles are subject to acceptance and editing for content and space at the discretion of the Editorial Board.