

THE *NATIONAL AHEC BULLETIN*

EDITORIAL GUIDELINES FOR ALL PROSPECTIVE AUTHORS

Two issues of the *National AHEC Bulletin* are published each year. Sections may include:

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

The Audience of the NAO Bulletin

- *Bulletin* 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.
- *Bulletin* readers are just as often likely to represent newcomers to AHEC from all of the places listed above. The *Bulletin* functions as dual functions:
 - It shares program activities and initiatives among the AHEC network
 - It informs 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 concept paper 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/HETC” 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 program in the project.
- 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 *Bulletin* for list of board members)
- All articles should be submitted electronically via e-mail to the Editor: editor@nationalahec.org with Cover Sheet

Format (See Cover Sheet)

- Proposed Title
- Byline (including complete name(s), credentials, position(s) and AHEC affiliation(s))
- Photo of author(s)—maximum of three
- Mailing address of author to send complementary copy of publication.

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
- Author Head shots are encouraged

Reference Style

References for AHEC *Bulletin* 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 *Bulletin* 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.

Word Counts

- Thematic Lead Article 1200-1500 words
- Thematic AHEC Article 750-1000 words
- "Spirit of AHEC" Articles 750-1000 words

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