

## Guest Essay guidelines for *Healthcare Update*

- Articles should be between 1,000 and 1,500 words. Please use Arial font, size 11 when possible.
- If submitted in response to an editorial request, the article should address the questions the newsletter committee would like the author to touch on.
- Please include brief biographical information on the author(s). This information should include the author's name, job title, organization, location of organization, highest degree, if an ASQ member and ASQ designations, and anything else related to the article's topic. Feel free to mention any published works, too. Please indicate if it is OK to include contact information, such as an e-mail address.
- Feel free to include website links to the hospitals, medical offices, resources, etc.
- The article should not primarily serve to promote an organization's or individual's products or services.
- If the article has appeared on a website or in another publication, let us know. Please note that ASQ reserves the right to post the essay and make it available to members and customers via the web and print, in addition to the distribution through the newsletter.
- Within business five days of receiving the article, the editorial staff will review and article and send it back to the author with suggestions for additional content or improvement. Note that the editorial staff will edit the article to fit the newsletter's style and for clarity.
- Please provide reference information for any books, articles, websites, presentations, etc., cited in the article (our style closely follows *The Chicago Manual of Style*). Within the article, the references should be numbered using superscript numerals. At the bottom of the article, please use a numbered reference list, which should follow the format of these examples:

*(for books)*

1. R. J. Marzano, *A New Era of School Reform: Going Where the Research Takes Us*, McRel, 2000.

*(for articles)*

1. Katherine Ryan, "Shaping Educational Accountability Systems," *American Journal of Evaluation*, Vol. 23, No. 4, 2002, pp.453-468.

*(for websites)*

1. Terry Bilke and John Sinn, "Bright Idea," [www.asq.org/quality-progress/2008/08/statistical-process-control-spc/bright-idea.html](http://www.asq.org/quality-progress/2008/08/statistical-process-control-spc/bright-idea.html). (Note: Only use dates when the reference is a daily posting, such as a newspaper.)

(for reports, proceedings, presentations)

1. Fred R. McFadden, "Six Sigma Quality Programs," unpublished manuscript.
2. Robert Matthews, "Defect Clustering," Unisys Corp. internal presentation, Roseville, MN, Nov. 28, 2001.

**Note:** If a reference is used more than once throughout the article, please do not use the same number for each instance—keep the superscripted numbers in chronological order and simply repeat the reference information in the list at the end of the article.

Here are some examples of past guest essays:

- "Lessons Learned: A Systems Approach to Lean and Evidence-Based Design:" [http://asq.org/healthcare-use/docs/201008-guest-essay.pdf?WT.dcsvid=MTIxMDEzOTU5S0&WT.mc\\_id](http://asq.org/healthcare-use/docs/201008-guest-essay.pdf?WT.dcsvid=MTIxMDEzOTU5S0&WT.mc_id).
- "Applying the Kano Satisfaction Model to Emergency Care:" [http://asq.org/healthcare-use/docs/201007-guest-essay.pdf?WT.dcsvid=Nzg3NjYyMzkS1&WT.mc\\_id](http://asq.org/healthcare-use/docs/201007-guest-essay.pdf?WT.dcsvid=Nzg3NjYyMzkS1&WT.mc_id).

Feel free to contact *Healthcare Update* editor Amanda at [ahankel@asq.org](mailto:ahankel@asq.org) or 414-298-8789 x7772 with any questions.