

	Department:	Market Intelligence		
	Policy Number	INTEL1001.01		
	Policy Name:	Call for Papers Submission Guidelines		
	Effective Date:	07/05/20	Revision Date:	NA

## LIBRARY DESCRIPTION

Hess III Consulting's market intelligence and applied practice library provides cutting-edge perspectives on market trends, novel case studies and disruptive thought leadership to health and human services payers, providers, vendors, policy makers and capital investors across the United States. Readers are predominantly C-suite health and human services professionals of small (<100 employees), medium (100 – 1,000 employees) and large (1,000 – 10,000 employees), located across the United States. Publications are made available for sale individually on our website, or through an annual subscription to our full library.

We accept:

- **Original Research.** Typically, 5000 – 7500 words. These manuscripts report on findings from quantitative and qualitative market research. Manuscripts should be submitted as original research and should not have been previously published elsewhere.
- **Needs assessments.** Typically, 5000 to 7500 words. These assessments should include primary and secondary data collection that describes unmet market needs from the patient, provider and payer's perspectives. Needs assessments should be geographically defined (e.g. local, State or national perspectives), and should include recommendations for practitioners to address needs identified in the assessment.
- **Literature reviews and meta analyses** – Typically, 2,500 – 5,000 words. Provides an authoritative, balanced, comprehensive, fully referenced and critical review of the literature on a given topic.
- **Program evaluations.** Typically, 2,500 to 5,000 words. Program evaluations should demonstrate program effectiveness against defined criteria, which may include process or outcome metrics. Metrics may be nationally recognized measures, or internally defined criteria and should include the rationale for the criteria.
- **Performance improvement projects.** Typically, 2,500 – 5,000 words. Performance improvement projects should use the plan, do, study act, or alternative to describe a performance improvement process. Submissions should include baseline data, a logic model for the intervention, report outcomes and provide recommendations for further performance improvement.
- **Case study** – Typically 2,500 – 5,000 words. Case studies provide a narrative account of a project's success or failure; emphasizing process metrics, lessons learned and key contributing factors of the project's success or failure.
- **Competitive intelligence.** Typically, 2,500 – 5,000 words. These submissions should cite publicly available sources including literature review, product demos or subject matter expert interviews with informed consent to share their perspectives. Submissions should define criteria on which competitors are being assessed, briefly summarize core/standard capabilities and highlight unique offerings that add value to customers.
- **Concept notes** – Maximum 2,500 words. Concept notes should include a problem statement for real-life challenges along with citations for where these issues have been identified. They should also include a description and analysis of the status quo and introduce novel solutions to disrupt the current norms. Concept notes must include a theoretical framework that is grounded in established literature or must provide a strong evidence-basis and rationale for why the current literature is inadequate.
- **Policy Analysis** – Typically 1,000 to 2,000 words, maximum 2,500 words. Policy analysis should use empirical theories, concepts and frameworks to analyze proposed or existing policy at the local, State or Federal levels. Analysis should include pros and cons of the policy as well as considerations for implementation and direct practice.
- **Editorials** - Maximum 1,500 words. Manuscripts provide commentary on a current important topic related to Hess III Consulting's target markets and scope of work. The commentary should

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show how methods and previous research findings provide insights on the current topic and/or identify important research questions for industry practitioners.

All manuscripts should include a bullet pointed list of highlights, on a separate page, before the Introduction. This is a list of 2-5 bullet points that summarize the methods and findings of the work. These points should be written in non-technical language. At least two of these points should highlight the value of the work to an end user, such as an administrator, clinician, manager, or policy maker

## SCOPE OF PUBLICATIONS

Hess III Consulting publishes works that address trends, best practices and issues in health and human services administration. All manuscripts must address at least one field of practice **and** one scope of services.

Industries	Scope of Services
The administration and management of: 1. Physical Health 2. Behavioral Health 3. Dental Health 4. Child Welfare 5. Developmental Disabilities 6. Correctional Health Services 7. Hospitals and Health Systems 8. Tribal Health Services 9. Military and Veteran's Healthcare 10. Social Determinants of Health	1. Strategy & Planning 2. Business Growth & Development 3. Project Management/Implementation Science 4. Strategic Communications 5. Health Information Technology 6. Quality Management 7. Regulatory Compliance 8. Clinical Service Delivery 9. Operations 10. Finance 11. Human Resources

## EDITORIAL TEAM

Our editorial team is comprised of nationally recognized industry experts who have worked for and/or consulted the largest corporations, health and human services payers and providers in the United States, and world.

<b>Editor-in-Chief</b> Robert Hess III, MPH, PMP, CPHQ, SSBB	
<b>Managing Editor</b> Cozette Phifer	
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<b>Human Resources Editor</b> Cindy Troyani, DBH	<b>Training Editor</b> Robert Hess III, MPH, PMP, CPHQ, SSBB
<b>Executive Coaching Editor</b> Jacob Pantoja	

## AUTHOR RESPONSIBILITIES

Our goal is to provide you with a professional and courteous experience at each stage of the review and publication process. There are also some responsibilities that sit with you as the author. Our expectation is that you will:

1. Provide manuscripts that meet the criteria of our library.
2. Respond swiftly to any queries during the publication process.
3. Be accountable for all aspects of your work. This includes investigating and resolving any questions about accuracy or research integrity.
4. Treat communications between you and the editor as confidential until an editorial decision has been made.
5. Attribution of authorship must:
  - a. Include anyone who has made a substantial and meaningful contribution to the submission (anyone else involved in the paper should be listed in the acknowledgements).
  - b. Exclude anyone who hasn't contributed to the paper, or who has chosen not to be associated with the research.

## RESEARCH AND PUBLISHING ETHICS

Our editors work hard to ensure the content we publish is ethically sound. To help us achieve that goal, we closely follow the advice laid out in the guidelines and flowcharts on the [COPE \(Committee on Publication Ethics\) website](#).

1. Any manuscript you submit to this library should be original. That means it should not have been published before in its current, or similar, form. If any substantial element of your paper has been previously published, you need to declare this to the editor upon submission. Please note, the editor will use **Crossref Similarity Check** to check on the originality of submissions received. This service compares submissions against a database of 49 million works from 800 scholarly publishers.
2. The research has been conducted with the highest standards of rigor and integrity.
3. The manuscript is original.
4. The work has not been submitted elsewhere and is not under consideration with any other publication.
5. The work does not include libelous, defamatory or unlawful statements.
6. Permission has been cleared for any third-party material included.
7. Authorship has been agreed prior to submission and no one has been 'gifted' authorship or denied credit as an author (ghost authorship).
8. If you have a conflict of interest, you must declare it upon submission; this allows the editor to decide how they would like to proceed. See below for more details.
9. By submitting your work to Hess III Consulting, LLC, you are guaranteeing that the work is not in infringement of any existing copyright.

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## CONFLICTS OF INTEREST

Possible conflicts of interest include:

- Bias towards a particular outcome or vendor selection
- A financial or personal interest in the outcomes of the manuscript
- Undisclosed financial support for the manuscript by an interested third party
- A financial or personal interest in the suppression of the manuscript
- A pending patent

## INFORMED CONSENT AND THIRD-PARTY COPYRIGHT PERMISSIONS

All primary data collection must include receipt of informed consent from its participants. Authors must attest that they have received informed consent to publish information collected from participants and must keep informed consent on file for no less than 24 months. See **ATTACHMENT A: Informed Consent** for details.

Prior to manuscript submission, you need to ensure you've applied for, and received, written permission to use any material in your manuscript that has been created by a third party. Please note, we are unable to publish any manuscript that still has permissions pending. The rights we require are:

1. Non-exclusive rights to reproduce the material in the manuscript or book chapter.
2. Print and electronic rights.
3. Worldwide English-language rights.
4. To use the material for the life of the work. That means there should be no time restrictions on its re-use e.g. a one-year license.

## MANUSCRIPT REQUIREMENTS

Before you submit your manuscript, it's important you read and follow the guidelines below. You will also find some useful tips in our structure your library submission how-to guide.

Format	Manuscript files should be provided in Microsoft Word format While you are welcome to submit a PDF of the document alongside the Word file, PDFs alone are not acceptable. Acceptable figure file types are listed further below.
Manuscript length / wordcount	Manuscripts should follow length guidance for each specific type of manuscript. This includes all text, for example, the structured abstract, references, all text in tables, and figures and appendices.
Manuscript title	A concisely worded title, using active voice, should be provided.

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Author details	<p>The names of all contributing authors should be added to the manuscript; please list them in the order in which you'd like them to be published. Each contributing author will need to submit the following details:</p> <ul style="list-style-type: none"> <li>• Author email address.</li> <li>• Author name. We will reproduce it exactly, so any middle names and/or initials they want featured must be included.</li> <li>• Author affiliation will only be listed as Hess III Consulting, LLC</li> </ul> <p>In multi-authored papers, it's important that ALL authors that have made a significant contribution to the paper are listed. Those who have provided support but have not contributed to the research should be featured in an acknowledgements section. You should never include people who have not contributed to the paper or who don't want to be associated with the research.</p>
Biographies and acknowledgements	<p>A brief professional biography of not more than 100 words should be supplied for each named author; and should include their years of professional experience, academic degrees, professional certifications and awarding institutions. Biographies should be submitted in a separate Microsoft Word document and upload the file with your submission.</p>
Research funding	<p>Your manuscript must reference all sources of external research funding in the acknowledgements section, if applicable. You should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.</p>
Structured abstract	<p>All submissions must include a structured abstract, following the format outlined below.</p> <p>These four sub-headings and their accompanying explanations must always be included:</p> <ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Design/methodology/approach</li> <li>3. Findings</li> <li>4. Recommendations for Practice</li> </ol> <p>The following three sub-headings are optional and can be included, if applicable:</p> <ol style="list-style-type: none"> <li>1. Research limitations/implications</li> <li>2. Practical implications</li> <li>3. Social implications</li> </ol>

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	<p>The maximum length of your abstract should be 250 words in total, including keywords and manuscript classification (see the sections below).</p>
Keywords	<p>Your submission must include tags for:</p> <ol style="list-style-type: none"> <li>1. Fields of practice</li> <li>2. Scope of services</li> <li>3. Geographic constraints</li> </ol> <p>Additionally, the manuscript should include up to 12 appropriate and short keywords that capture the principal topics of the paper. Key words are designed to increase the likelihood your manuscript will come up first when someone is searching in a search engine (e.g. google.com).</p> <p>Free website to help you identify keywords include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Google Trends</a></li> <li>• <a href="#">Answer the Public</a></li> <li>• <a href="#">Keyword Explorer</a></li> </ul> <p>Please note, while we will always try to use the keywords you've suggested, the in-house editorial team may replace some of them with matching terms to ensure consistency across publications and improve your manuscript's visibility.</p>
Manuscript classification	<p>During the submission process, you will be asked to select a type for your paper; the options are listed below. If you don't see an exact match, please choose the best fit:</p> <ol style="list-style-type: none"> <li>1. Original Manuscript</li> <li>2. Needs assessment</li> <li>3. Literature review or meta-analysis</li> <li>4. Program evaluation</li> <li>5. Performance improvement project</li> <li>6. Case study</li> <li>7. Competitive intelligence</li> <li>8. Concept notes</li> <li>9. Policy analysis</li> <li>10. Editorials</li> </ol> <p>NOTE: each manuscript classification has defined word counts and requirements; please verify your manuscript meets the requirements for the specific type you select. Manuscripts must meet criteria of a single classification.</p>

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<p>Headings</p>	<p>Headings must be concise, with a clear indication of the required hierarchy.</p> <p>Each heading should follow the numbering approach described below:</p> <p><b>1ST LEVEL HEADING: 16PT. ARIAL, ALL CAPS, DARK BLUE. BOLD</b></p> <p><b>2ND LEVEL HEADING: 14PT. ARIAL, ALL CAPS. BLUE. BOLD</b></p> <p><b>3RD LEVEL: 12PT. ARIAL. ALL CAPS. GOLD.</b></p> <p><b>4TH LEVEL: 10PT. ARIAL. ALL CAPS. BLACK. BOLD. IN-LINE WITH PARAGRAPH TEXT.</b></p> <p><i>In-text emphasis. 10PT. Arial. Sentence case. Teal. Bold. Italicized. In body of sentence or paragraph.</i></p> <p>Text body – 10pt Arial, left justified.</p>
<p>Footnotes/ endnotes</p>	<p>Footnotes should only be used if necessary and should be used to provide definitions, clarification or context. Footnotes should be inserted using the Footnotes feature in Microsoft Word, using lowercase roman numerals (e.g. i, ii, iii, iv etc.)</p> <p>Endnotes should be used to cite all external sources, following APA guidelines. Endnotes should be inserted using the Footnotes feature in Microsoft Word, using numerical values (e.g. 1, 2, 3, 4, etc.)</p>
<p>Figures</p>	<p>All figures (charts, diagrams, line drawings, webpages/screenshots, and photographic images) should be submitted within the manuscript.</p> <p>There are a few other important points to note:</p> <ol style="list-style-type: none"> <li>1. All figures should be supplied as final graphics, at the highest resolution/quality possible with numbers and text clearly legible.</li> <li>2. Figures created in other applications should be supplied in their original formats and should also be included in the manuscript in the following formats: PDF, .jpeg, .png formats</li> <li>3. All figures should be referenced in the text, numbered consecutively as Figure 1.0, 2.0, 3.0 etc.</li> <li>4. In addition to the intext reference, the figure should include a header that includes: the figure number and a brief description.</li> </ol>

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	5. All photographs should be numbered according to this guidance.
Tables	<p>Tables should:</p> <ol style="list-style-type: none"> <li>1. Be typed and submitted within the main body of the manuscript.</li> <li>2. The position of each table should be clearly labelled in the main body of the manuscript.</li> <li>3. All tables should be referenced in the text, numbered consecutively as Table 1.0, 2.0, 3.0 etc.</li> <li>4. In addition to the intext reference, the table should include a header that includes: the figure number and a brief description.</li> <li>5. Ensure that any superscripts or asterisks are shown next to the relevant items and have explanations displayed as footnotes to the table, figure or plate.</li> </ol>
References	All references in your manuscript must be formatted using the American Psychological Association (APA) format. Please ensure you check all your citations for completeness, accuracy and consistency. All hyperlinks should be verified prior to inclusion, and should link directly to the source content, not a general landing page.

## SUBMIT YOUR MANUSCRIPT

There are a number of key steps you should follow to ensure a smooth and trouble-free submission.

1. Double check your manuscript - Before submitting your work, it is your responsibility to check that the manuscript is complete, grammatically correct, and without spelling or typographical errors.
2. Review our [scope of publications](#) a final read. Is your manuscript definitely a good fit? If it isn't, the editor may decline it without peer review.
3. Does your manuscript comply with our publishing ethics guidelines?
4. Have you cleared any necessary publishing permissions?
5. Have you followed all the formatting requirements laid out in these author guidelines?

## THE SUBMISSION AND PEER REVIEW PROCESS

1. All manuscripts should be submitted through our website at [www.hess3.com/callforpapers](http://www.hess3.com/callforpapers) by the corresponding author.
2. You will receive an automated email from the editor, confirming your successful submission. It will provide you with a manuscript number, which will be used in all future correspondence about your submission.
3. Each submission is checked by the editor. At this stage, they may choose to decline or unsubmit your manuscript if it doesn't fit the library aims and scope, or they otherwise feel the manuscript isn't a good fit for our audience.
4. If they think it might be suitable for the publication, they will send it to at least two independent referees for peer review. Once these reviewers have provided their feedback, the editor may decide to accept your manuscript, request minor or major revisions, or decline your work.



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- During this period, we will send you updates on the progress of your manuscript. Each time we contact you, we will quote the manuscript number you were given at the point of submission

## IF YOUR SUBMISSION IS ACCEPTED

### COPYRIGHT

All accepted authors must sign a licensing form, granting us permission to publish their manuscript. This should be checked for accuracy, for example whether contact information is up to date and your name is spelled correctly, and then returned to us electronically.

### PROOFING AND TYPESETTING

Once we have received your completed license form, the manuscript will pass directly into the production process. We will carry out editorial checks, copyediting, and typesetting. We can't accept requests to rewrite texts at this stage. When the page proofs are finalized, the fully typeset and proofed version of record is published online.

## FREQUENTLY ASKED QUESTIONS

<i>Is there a submission fee for the library?</i>	No.
<i>How will I be compensated for my work?</i>	Authors must be contracted with Hess III Consulting by applying on our website for the "Contributing Author" job posting. Once contracted, authors are paid a 50% commission of report sales.
<i>How can I become a reviewer for a library?</i>	Please contact the editor, with a copy of your CV. You will find their contact details on the editorial team tab on this page.
<i>Who do I contact if I have a question about my submission?</i>	Please email the editor – you will find their contact details on the editorial team tab on this page.
<i>Is my paper suitable for the library?</i>	If you've read the aims and scope on the library landing page and are still unsure whether your paper is suitable for the library, please email the editor and include your paper's title and structured abstract. They will be able to advise on your manuscript's suitability. You will find their contact details on the Editorial team tab on this page.