

All policy submissions will be reviewed for the following components as listed in the Policy Format Guidelines <http://www.apha.org/advocacy/policy/newpolicy/polformatguide.htm>.

Policy Proposal Submission Checklist

Title:

Author (s):

Author contact information:

Author name and contact information is listed in the proposal – including Section, SPIG, Caucus or Affiliate affiliation.

Authors listed are APHA members.

Clearly identifies whether the proposal is submitted by an individual member or behalf of a Section/Caucus/Affiliate/SPIG/Forum.

Contains the major elements as outlined in the submission form:

___ Title

___ Problem statement

___ Proposed recommendations

___ Relationship to existing APHA policies

___ Action steps

___ References

References are in the appropriate format – that of the *American Journal of Public Health (AJPH)* or the NLM which is available in the AJPH Instructions for Authors at: <http://www.ajph.org/misc/ifora.shtml>.

References should be individually numbered and manually entered – do not use automatic references/footnotes (exact page numbers must be used when citing a direct quote).

Each new reference is numbered the first time it appears and the assigned number is used to refer to the reference every time it is cited in the proposal.

The policy is written in “plain English” – clauses such as “whereas”, “therefore”, “noting”, “recognizing” etc. are not used.

All “Action steps” are externally directed. The policy should not direct APHA to take specific actions.