

Alliance *Almanac* Editorial Guidelines

The *Almanac* is the Alliance's official online publication. Interested in contributing an article? Below are the editorial standards to guide you when drafting your submission.

Submission Details

- *Almanac* articles should be 700–1,500 words in length.
 - If your article is outside the suggested word count, please contact the *Almanac* editors, as there is flexibility depending on the topic or author need.
- Please attach your article to an email in the form of a Word document, or submit via [this form](#).
- We want to give you credit! Please include a high-quality headshot and short bio (100–250 words, not included in total article word count) for each author in the byline.
- The use of artificial intelligence (AI) is acceptable for *Almanac* publications. Please disclose if AI contributed to your article. Review and incorporate the AI guiding principles set forth by the Alliance.
 - [Review and incorporate the Alliance AI Position Statement](#).
- Your article can include tables, graphs, charts or images that pertain directly to your article.
 - All tables, graphs, charts or images should be either a .JPG or .PNG file and can be embedded directly into the Word document.
 - Please **do not** submit an image you do not have the rights to use (such as one that has not been approved for free use or public domain). Please include references/credits to your table, graph, chart or image as necessary.
- If you have additional resources or supporting materials that would strengthen a reader's understanding of your article, provide them as links within your article or attachments with your submission. They can be included in the final publication of your article.
- If citing sources and including references, the Alliance recommends following AMA style. Review these resources for guidance on AMA style:
 - [AMA Style, Purdue Online Writing Lab](#)
 - [Quick Reference to AMA Style Reference Lists \(11th Edition\), University of Illinois Chicago](#)

Article Development Tips

- Your article should have a clear “why” sentence in the first paragraph.
 - For example, if writing about an event or case study and why it's important, explicitly say so.
 - e.g., “This case study by X Organization uncovered important developments regarding X, Y and Z outcomes...”

- The article should conclude with key learnings and takeaways and/or a call to action. Readers should walk away feeling like they gained new insight or inspired to take action.
- Content must be informational and/or educational. Content may not be overly promotional of one service or product.
- The *Almanac* content manager reserves the right to revise articles to fit the Alliance's style and voice.

Article Review Process

The *Almanac* Editorial Board and *Almanac* staff review each article and reserve the right to provide feedback for revision. Each article is reviewed by a member of the editorial board, and feedback is anonymously provided to the author by the staff team. Once revisions are made, the article is approved for publication.

Examples

Here are some examples of popular articles we've featured, authored by Alliance members.

- [Understanding Physician Usage Habits in Earning CME: Why It Matters](#)
- [Back to Basics: The 7 Pillars of CE](#)
- [Crafting Effective AI Prompts: Unleashing the Power of Language Models](#)

Questions? Please reach out to the *Almanac* editors at almanac@acehp.org, or contact Content Manager Morgan Manghera directly at mmanghera@acehp.org.