

Steps to Publishing an ACOEM Paper

Step 01

Formulate Idea

 Identify the topic that would benefit occupational medicine professionals in their practice or a subject on which the College should take a position.



Step 02

Proposal

 Submit a proposal for your idea which includes background, needs assessment, outline with key topics to be addressed, sample references, and proposed workgroup members.



Step 03

Initial Review/ Approval If proposal submitted by an ACOEM entity (e.g., Council, Section), staff will send to Executive Committee or Board of Directors for approval. If submitted by an individual(s), staff will send to appropriate Council or Section for review first before submitting for approval. Papers are usually assigned to a Council for oversight.



Step 04

Workgroup Formation If proposal approved, staff will invite members to apply to serve on the workgroup developing the paper. The Chair(s) will be able to review applications and choose additional members to join the workgroup.



Step 05

Write Paper

Workgroup begins process to develop paper meetings, individuals signing up to write sections, writing of drafts, editing, and referencing.
Submit final draft to staff.



Step 06

Review Period

- Paper sent to appropriate Council for 2-week review period. Staff compiles comments for workgroup review.
- Next iteration of paper sent to membership for 2-week review period. Staff compiles comments for workgroup review.



Step 07

Approval/ Publication

- Final version of paper sent to either the Executive Committee or Board of Directors for final approval.
- · Paper submitted to JOEM for publication.

