# Policy Statement Proposal Submission Checklist

**I (primary author) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that the proposal adheres to the guidelines. I understand that failure to include and comply with this list will prevent the proposal from being reviewed. By checking the following items, I acknowledge that the**

**proposal as submitted:**

(Double-clicking on the box allows you to select a function to check the box)

☐ Is consistent with APHA's [mission, vision, and values](https://apha.org/About-APHA)

☐ Addresses an identified gap for the current year or updates an existing policy statement(s) as recommended (if applicable).

☐ Does not mention specific bill numbers or names or presidential administration so as to not date the policy statement.

☐ Is not solely focused on an existing time-limited plan, strategy, task force, or committee.

☐ Includes the author(s) disclosure statement(s), see **Appendix A**. There is appropriate disclosure of conflict of interest between the author’s financial or other personal interests and the goals and policies of the Association.

☐ Is authored and submitted by an APHA member.

☐ Lists the primary author(s) name, organization, address, email, phone, member number and APHA member unit.

☐ If applicable, lists sponsors and/or collaborating individuals or member unit(s) that provided content/guidance to the policy statement proposal’s development and their contact information. See **Appendix B and C.**

☐ Is written in “plain English” – and does NOT use clauses introduced by such words as “therefore,” “noting,” “whereas,” “recognizing,” etc.

☐ Narrative text (from the start of the Problem Statement through the end of the Opposing Arguments) does not exceed 3,750 words and includes continuous line and page numbering

☐ Includes 50 or fewer current references. Submissions with more than 50 references upon initial submission will not be reviewed.

☐ Each in-text citation number aligns correctly with the document listed in the numbered Reference list.

☐ Includes and clearly labels the following components in the following order:

I. Title

II. Author Identification

III. Sponsorship/co-sponsorship

IV. Collaborators

V. Endorsement

VI. Summary

VII. Relationship to Existing APHA Policy Statements

VIII. Rationale for Consideration

IX. Problem Statement

X. Evidence-based Strategies to Address the Problem

XI. Action Steps to Implement Evidence-Based Strategies

XII. Opposing Arguments

XIII. References