



American Academy of
Healthcare Interior Designers

White Paper Submission Scoring Criteria

The reviewers will be scoring all White Paper submissions on the following:

- **Proposal Only (if applicable):**
 - Executive Summary (maximum 200 words) outlining topic(s) to be covered as related to HC Interior design, noting target audience, method of data gathering, outcomes and proposed timeline and other info that explains the purpose of the White Paper.
 - Is the topic significant to healthcare interior designers?
 - Does the proposal clearly outline the scope of a current issue and application to the field of healthcare interior design?
 - Is there a gap or need for the paper clearly identified?
 - Is the purpose clearly identified?
 - Who is the target audience?
 - Is the framework or proposed white paper clearly outlined?
 - Is the criteria for selection of material/evidence clearly described?
- **White Paper:**
 - **Required Sections:**
 - Executive Summary (maximum 200 words, should be a non-technical or non-academic narrative preview)
 - Introduction
 - Problem Statement
 - Information/Body
 - Solution
 - Conclusion
 - References
- **Format Compliance (if IP does not have their own template):**
 - Letter size paper (8-1/2 x 11), Portrait or landscape
 - Arial, 11-point font, black text on white paper
 - 8 to 12 pages, (up to 3,500 words)
 - Written in an academic style (MLA, CMS, APA)
 - Title page with names/credentials of author(s), sponsor company or organization, and date of issue
 - Executive Summary (maximum 200 words, should be a non-technical or non-academic narrative preview)
- **For existing IP White Papers:**
 - Does the paper clearly state the objectives/goals from an educational point of view?
 - Was the White Paper published?
 - Are there any copyright issues?