


Call for White Paper Abstracts

Institute for Credentialing Excellence
2025 M Street, Suite 800
Washington, DC 20036
www.credentialingexcellence.org





ICE members and non-members are encouraged and invited to submit abstracts for white papers, which ICE defines as short educational reports that expound on a particular industry issue written by an individual or individuals with professional expertise on the topic. The Publications Committee will accept abstracts on a rolling basis.

Abstract Guidelines and Requirements

- 250-300 word abstract
- 1 page white paper outline
- Narrative profile of the author(s)

Please refer to the Submission Form on page 4 of this document for additional details.

Topics Suggested by Membership

- Building a Quality Certification Program or Assessment-Based Certificate Program
- Credentialing Program Governance
- Continuing Competency and Recertification
- Exam Development
- Job Analysis
- Legal Issues & Ethics
- International Development
- Marketing Certifications
- Customer Service
- Technology
- Evaluation
- Innovation

Why Publish through ICE?

- Exposure: Position yourself as an authority on industry topics and benefit from ICE's promotion of your work. Refer to Publication Contract below for details.
- Industry Recognition: White papers serve as a platform for defining and setting best practice in the credentialing industry. Peers may cite your work in their own projects increasing your name recognition.
- Professional Development: Add this achievement to your resume and/or CV. If requested, ICE will also write a letter to your organization's Executive Director or President that recognizes your personal achievement and contribution to the industry.
- Compensation: Upon publication, an honorarium of \$750 will be paid to the author. In the case of co-authors, the honorarium will be divided between or among the authors.

Evaluation of Abstracts

Each abstract will be evaluated by the Publications Committee. Criteria for evaluating the abstracts will include at a minimum:

- Author's demonstrated experience on the topic
- Specific focus on topics that are of interest to the credentialing community
- Value/need/benefit to the credentialing community
- Relevance to present and future credentialing issues
- Contribution to the credentialing body of knowledge
- Originality of topic, as related to currently available ICE resources or innovative stance on relevant industry topic
- Benefit to ICE constituents

Abstract Review Process

An ICE Staff member will confirm receipt of the white paper abstract within 24 hours. The ICE Publications Committee will inform the author of its decision to publish approximately 1 month after the submission is received.

Next Steps

- If the abstract is accepted, the author and ICE will both sign and adhere to the Publication Contract. The author will work with a three-person Review Panel comprised of Publication Committee members (with an assigned Lead Panelist), to determine an appropriate publication schedule. Other reviewers with specific expertise on the topic will be added to the review panel as warranted. The author is responsible for submitting drafts to the Panel within the agreed-upon revision and publication timeline. Ideally, final publication will occur within the same calendar year as the abstract submission.
- ICE will promote the publication inside and outside the membership according to the actions prescribed in the Publication Contract. In exchange, the author will sign over to ICE all copyright, revision, and reprint rights to the manuscript and attest to ICE that all content is original or that appropriate copyright permissions have been obtained.
- If the abstract is denied, the author is entitled to receive copies of the Publication Committee's evaluations. The author is welcome to make revisions and re-submit at any time.



White Paper Abstract Submission Form

Primary Author/Contributor

Name/Title: _____

Organization: _____

Street Address: _____

Telephone/Fax: _____

E-mail: _____

Additional Author(s)/Contributor(s)

(Additional pages may be added if needed, to list more than two authors.)

Name/Title: _____

Organization: _____

Street Address: _____

Telephone/Fax: _____

E-mail: _____

Additional Required Documents

- 250–300 word abstract including the specific topic, area of focus for the paper, the target audience and the value to the audience
- 1 page outline including section headings and a brief description of what will be in each section
- A narrative profile of the author (up to one page in length), which may include explanation of the author’s credentials, experience, expertise in credentialing and the specific topic proposed, and previous publications.

Submit this form and all documents electronically (in a Word Document) to info@credentialingexcellence.org.

Contact ICE at 202/367-1165 or info@credentialingexcellence.org if you have any questions.