



Creative Submission Guidelines

Please ensure that *'All Items'* are...

- Healing related and fall under the umbrella of the 'healing arts'.
- Positive and uplifting.
- Support the Energetic Healing Association's vision and purpose.
- Original and by you. NB: if in your article you include specific details of a technique (eg step-by-step "how to"), meditation etc that is not your original creation, you must comply with copyright and referencing guidelines.
- "Editorial" in nature, ie seek to inform, inspire or support members as its primary objective. It may mention goods or services, however promoting them is not the purpose of the article/item.
- Accompanied by an image (picture/photo/graphic/illustration) that captures its essence and/or illustrates it. The editor may, however, at their discretion use another image to accompany the item.
- Compliant with all appropriate copyright laws. ie all items/images submitted must be the property/copyright of the submitter, OR must have been given permission by the author/copyright holder to be used. Responsibility for permission/copyright clearance of articles, quotes, excerpts and images rests with the submitter at all times. By submitting an item/image, the submitter declares that they have complied with copyright laws and all items/images submitted to the EHA will be deemed to have undergone this process.

For information on copyright, please refer to the following websites:

<http://www.ipaustralia.gov.au/ip/copyright.shtml>

<http://www.copyright.org.au/information>

- Compliant with referencing guidelines, ie paraphrasing, direct quotation or extracts of other works must be correctly referenced by a footnote at the end of the article.

For information on referencing guidelines, please refer to the following website:

http://www.dlsweb.rmit.edu.au/lisu/content/1_StudySkills/study_tuts/footnotes_LL/direct.html

- Items submitted may be published by you in other publications, websites etc – we do not require it to be exclusive to the EHA.
- Where an item requires editing, the item will generally be returned to the author for editing. The editor may also at their discretion edit the item. The editor may also at their discretion use only a portion of the submitted item.
- Items published will have your name displayed with it and copyright remains with you.

- **Illuminate's** Editor has the right to decline any submission. Submissions will be automatically be declined if they do not comply with the guidelines.
- If accepted for publishing, it is at the Editor's discretion as to which issue of illuminate it is included in.
- **For Full Members, a published article counts towards 5 CPE points.**

The EHA will not accept items that are...

- Advertising/promotional/advertorial in nature. Advertising/promotion seeks to promote the sale of a particular good or service as its main objective, whether it is in the form of advertising (notices) or "advertorial" (advertising in story form). If you would like to publicise your products, services or business, then we invite you to do this via our notices facility (Full Members can place notices for free on our website/newsletter).
- Discriminatory or offensive in content.

Please ensure 'Articles' are...

- Well written.
- Saved as a word doc.
- Spell checked.
- A maximum of 1500 words, unless it will be a "two part-er" in which case the maximum is 3000 words.
- Where it will be a two-parter, please take this into account when writing it and use both a bridging paragraph at the end of the first article, referring to the second article, and an introductory paragraph in the second article that links it back to the first article.
- Where it is a personal healing story and mentions other people, either have their permission to be used, or if permission has not been asked/granted have their names and other identifying features (eg occupation, location or anything else mentioned) changed. If you're unsure about your article, perhaps have someone not familiar with your topic read it aloud to you which can help you see parts that might need finessing.

Please ensure 'Images' are...

- Saved as a jpeg format to a maximum of 200 pixels.
To convert an image to jpeg format:
 - Insert the graphic into a word document (insert/picture or insert/clipart)
 - Click on the graphic.
 - Click on save as "webpage"
 - This will create a manila folder with 2 images – one in lower resolution and one in higher resolution. Use the higher resolution image.
- Compliant with Australian copyright rules – refer to the copyright information on page 1.