



## **Notice Submission Guidelines**

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

- Spell checked.
- Where a PDF attachment is being included, saved by the following file naming convention:

EHA Notice – [Title of Notice etc] – [Year submitted] – [Month to be included/first month of inclusion – in number format] – PDF Download

Eg, a PDF attachment for a notice for an ongoing event titled “Monthly Energetic Healing Circle” submitted for publication in the July 2010 edition of illuminate would be named as

EHA Notice – Monthly Energetic Healing Circle – 2010 07 – PDF Download

### **Please ensure that *'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.
- Up to date with relevant product or recent picture.
- Clear and legible.
- Comply with Australian copyright rules

For information on copyright, please refer to the following websites:  
<http://www.ipaustralia.gov.au/ip/copyright.shtml>  
<http://www.copyright.org.au/information>

**Illuminate’s Editor has the right to decline any submission.**

**Submissions will be automatically declined if they do not comply with the guidelines.**