

AHRD Digest Submission Guidelines

Overview

The AHRD Digest is a monthly e-newsletter for AHRD members and serves as the main communication for the AHRD Board of Directors, AHRD members, and AHRD committees, SIGs, and affiliates. The Digest is used to distribute information about AHRD Board policy and action, meetings, and news, as well as articles, announcements, and information relevant to the membership.

The Digest is produced by the AHRD Board Communications Designee and the AHRD Office. All submissions, as well as questions about including articles or announcements in the Digest, should be directed to:

editor@ahrd.org

Where else can I post the information in my Article or Announcement?

There are several other ways besides the Digest to share information. You may post it to the AHRD Facebook page or on the AHRD LinkedIn page, or to an appropriate Community on the AHRD website.

Digest Submission Deadlines

Submissions are due by midnight Eastern Time the 10th of each month for inclusion in that month's Digest. The Digest publication date is on or about the 15th of each month.

When will my article or announcement be available?

Each article or announcement received on or before the 10th of the month will be published in that month's Digest assuming it meets the editorial guidelines. Any articles or announcements received after the 10th of the month will be published in the following month's issue. Articles and announcements are reprinted in no more than one additional month and a request for reprint must be made by e-mail no later than the 10th of the month.

What kinds of articles or announcements are appropriate?

- Information about AHRD and its meetings, committees, and affiliates.
- Information about AHRD sponsored, supported, and or organized programs, events, or initiatives.
- Information about the research and practice of HRD
- Articles or announcements that celebrate the work and accomplishments of AHRD members. This might include a range of articles that highlight one member, group of members, or PEN institution.
- Requests for research participants maybe announced, if the AHRD board approves it. See the policy on the AHRD [website](#).

- Job announcements – postings are free for PEN institutions, and for a fee for non-PEN institutions.

What kinds of articles or announcements are NOT appropriate?

- Articles or announcements submitted by non-members.
- Articles or announcements from, for, or about a business (including discount offers) unaffiliated with AHRD
- Articles or announcements that are for-profit (such as book promotion or training events).

Submission Guidelines

Articles must be original works and not previously published, or copyrighted material. Articles and announcements must be edited for grammar and punctuation prior to submission. The order of articles and final editing is at the discretion of the Digest Editor and AHRD office.

Materials are to be submitted as an MSWord.doc. PDF files will not be accepted. Photos/images should be submitted as a separate attachment as a .jpg. Text and photos should be sent as attachments in an email to editor@ahrd.org. Please adhere to the following guidelines:

Headline – This will appear at the top of the article or announcement.

Author – This will appear at the top of the article or announcement and will link to the author's email.

Main Text – The main body of your article or announcement should include all relevant details (i.e., Who, What, Where, When, Why, How). It is also helpful to include any related hyperlinks within the text to provide the reader with additional information and contacts. Please keep this section succinct and direct and limit the text to less than 500 words.

Image (optional) – Images make your article more engaging. Images may not be copyrighted (unless the author is the holder or has permission to reproduce).