

## Healthcare Human Resources Association of Minnesota (HHRAM) Newsletter Submission Guidelines

The HHRAM Herald is the quarterly electronic newsletter delivered free of charge via email to all members and posted on our website at [www.hhram.org](http://www.hhram.org).

### Article Submissions

Articles submitted for consideration for publication should be short, factual, approximately 250-500 words in length, and submitted by the following deadlines for publication in the following quarter's issue:

Article Submission Deadline	Newsletter Publication Date
April 15	April 30
June 1	June 30
September 1	September 30
December 1	December 31

We are interested in seeing well-written features, how-to articles, book excerpts, legal updates, best practice tips and hints, instructions, motivational articles and other articles that will help our members gain knowledge that will help their organizations and/or their career.

Articles may be edited by HHRAM. Please include phone numbers of contact persons mentioned in articles, as well as the name and phone number of person(s) submitting articles. Include the date and day of the week for any upcoming event. Email submissions are preferred. Submit newsletter articles to [hhram@teamwi.com](mailto:hhram@teamwi.com)

**Please note:** We only accept submissions from the original author of the articles or a publicist hired by the copyright owner to submit material here. By submitting material, you acknowledge that you are legally entitled to distribute the work and to allow it to be redistributed. (If you are a book publisher or public relations firm with copy to distribute, please include a note to that effect at the top of the article you submit.) We do not pay for articles, and do not accept articles that are primarily advertisements. However, you may place a brief resource box and contact information (but no ads) at the end of your article.

## **Photo Submissions**

Having high quality photos in the HHRAM Herald is one of our primary goals. To achieve this, we have the following photo submission guidelines.

- Electronic photos in color or in black and white that are submitted via disk or email should be saved at 300 dpi and formatted as an EPS or a TIF format. Size should be no smaller than 4 inches by 6 inches. JPEG is an acceptable format at 300 dpi, but may result in a poorer quality product.
- Photos of people should be close-up, focusing on faces. Team photos generally do not publish well; multiple rows of individuals are better than 1 or 2 wide rows.
- Whiter photos are better than darker photos.

The HHRAM staff reserves the right to use, edit, or crop photos. Photos may be used for a specific issue or archived for future use by HHRAM. Not all photos may be published.