

HBA Resource Center

Editorial Guidelines

Members of the CSHBA are encouraged to submit content for consideration for the Resource Center under the following guidelines:

- (1) content must be educational in nature and conform to CSHBA's mission;
- (2) content may not be overtly self-promotional;
- (3) maximum article length is 800 words and maximum podcast/webinar length is 20 minutes;
- (4) authors may submit a brief byline;
- (5) authors will retain full ownership of their submissions;
- (6) submissions must be the original work of the authors;
- (7) submission implies that CSHBA has the author's permission to publish her/his content on the CSHBA Resource Center; and
- (8) submissions similar in scope and topic to material already published in the Resource Center must include sufficient additional educational information to render it valuable to CSHBA members.

Submissions may be emailed to Shirley Rouse at shirley@cshba.com (reference "Resource Center Content"), and will be evaluated for suitability and conformity to the Editorial Guidelines by the CSHBA's Resource Center and Education Committees. Submission does not guarantee that content will be chosen for publication and the Committee reserves the right to choose content deemed to be the most suitable for the educational benefit of CSHBA's members. Requests to remove content from the CSHBA site will be accommodated within ninety days of request.