The Center for Human Awakening

Newsletter Editorial Policy and Guidelines for Contributors

Purpose and Scope:

The purpose of The Center for Human Awakening (CHA) newsletter is to extend the teachings of the CHA through three spheres of endeavor:

- The Way of Sacred Attention
- The Creation of A Divine Meta-Psychology
- The Art of Conscious Living

For more information about the above-three spheres of endeavor, please refer to http://www.centerforhumanawakening.com/Mission.html.

Regular features of the newsletter include:

- Message from our Founder
- Contributors articles
- What's new and upcoming at the Center?
- Soulful Center offerings
- Links to CHA related and/or affiliated sites, social media channels, and resources

The newsletter publishes original content that has not been previously published elsewhere, in whole or in part. In those cases where content has been previously published, specific reference is made to where and when the article was previously published.

Audience(s):

Newsletter content is intended for one of the following audiences:

- Healing professionals currently in practice
- Laypeople wanting to study psychotherapy and counseling
- Serious students of personal and spiritual growth and development

Topics:

The Center welcomes the contribution of articles for the newsletter consistent with the purpose and scope of the newsletter (see above). Topics related to, but not limited to, the following are welcomed for consideration:

- Any of the seven core elements of Sacred Attention Therapy
- Spiritual training, practices, and methodologies
- Psychotherapeutic modalities, practices, and methodologies
- Awareness and consciousness
- Modern mythology and spirituality

Length:

Submissions should be between 500 - 1000 words.

Distribution and reach:

The newsletter is prepared as a PDF document that is hosted on our website (http://www.centerforhumanawakening.com/Newsletter.html).A link to the newsletter is then emailed to all recipients of the Center email list via a professional email marketing software. The Center, and our email marketing software, respects and adheres to anti-spam legislation. For example, the email marketing software provides recipients with the option to unsubscribe and the software automatically manages unsubscribe requests and bounced email notifications. As of April 1, 2017, the Center's email list contained more than 16,500 emails.

Calendar and schedule:

The newsletter is published bi-monthly (6 times per year): January, March, May, July, September, and November. Back issues are available online at http://www.centerforhumanawakening.com/Newsletter.html.

All contributions must be submitted to the Editor no later than 30 days before the first day of the month of publishing. For example, submissions for inclusion in the May newsletter must be submitted to the Editor no later than April 1.

Peer review process:

In selecting articles for publication in the newsletter, the Editor gives consideration to those submissions that demonstrate an alignment with the newsletter's purpose and scope (see above), that are well written, and that respect the writing style guidelines (see below). Contributors' previous association with the Center is not a factor in selection of articles for publishing. The

Center aims to publish top-quality articles of importance and impact, and to further the mission of the Center.

Results of the review process are normally available within a couple of weeks of submission. Outcomes of the review process may include outright acceptance, acceptance with revision but without re-review, revise and resubmit, or decline. If authors are encouraged to revise and resubmit a contribution, there is no guarantee that the resubmission will be accepted.

Writing style guidelines:

- Language: American English (Check http://www.merriam-webster.com/should for spellings, etc.)

- Font and size: Times New Roman (12 point)

- Justification: Align left

- Spacing:
  - Single
  - No line gaps between paragraphs
  - Indent first line of paragraph, except the first paragraph of each section.

- Headings: Avoid stylized heading formats built in to such word processors as MS-Word. Use bolding, underlining and/or italicizing to identify major headings.

- Punctuation:
  - Use the Oxford comma, for example: black, blue, and shiny.
  - Use an Em Dash where a dash is required
    - The hyphen looks like this '-' and it's easily found on the keyboard. In the newsletter we use a hyphen to connect parts of compound words such as *go-between, ill-fated*, and *run-of-the-mill.*
    - The Em Dash looks like this—and it's found in Insert, Symbol, Special Characters in MS-Word (or hold down the <Crtl> and <Alt> keys and press the hyphen key). For indicating a break in thought, or to separate a thought within a sentence, we use the Em Dash at the beginning and the end of the phrase. -The En Dash is shorter than an Em Dash and longer than a hyphen; it looks like this –. For purely aesthetic reasons we don't use the En Dash at all. This is merely stylistic preference and in the interests of consistency.
  - Single space after a comma or sentence.
  - Use double inverted commas "like this." An exception is where you use inverted commas within a quote in which case use single 'like this' and double within the quote.

- Include a bibliography if appropriate, example below

- Some, Malidoma Patrice. *The Healing Wisdom of Africa: Finding Life Purpose Through Nature, Ritual, and Community*. London: Thorsons, 1999.

- Present your contribution like this: title, sub-title if appropriate, your name, body of text, footnotes if appropriate, bibliography with end notes if appropriate.

- Consistency: do scan your writing for any inconsistencies. We recommend *The Elements of Style* by Strunk and White, now in a fourth edition, to anyone who wants to scrub up their writing style.

- Avoid the use of quotes in your manuscripts. The publishing industry has been inundated with copyright issues over the past decade and encourages all authors to avoid the use of quotes to avoid publication delays. Paraphrase where needed. If, however, you feel a particular quote is essential to your manuscript, make sure to footnote/endnote your source so that the Editor may contact the author for permission, if necessary. Be prepared, however, for the Editor to ask you to remove the quote.

  The exception to this guideline is the use of quotes from any of Richard Harvey's published works (e.g., Your Essential Self, Human Awakening, Flight of Consciousness, etc., or any of Richard's published articles). Richard feels that a labyrinth or tapestry of interlinking and connecting with the source Center texts is important and valuable.

- If you must include a link to a website address (i.e., URL) in your manuscript, write an informative link able to stand on its own (e.g., www.centerforhumanawakening.com) rather than a hypertext link (e.g., "click here"). Do not embed content from external sources in your contributions (e.g., a YouTube video). If you include a link to a website address in your contribution, make sure to provide a full citation for your link in a footnote or endnote.

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