



HR PULSE

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EDITORIAL GUIDELINES

HR Pulse is an e-newsletter that is published six times a year and distributed to CTHRA's membership of 3,000 HR professionals within the cable telecommunications industry. The purpose of the publication is to share practical knowledge and proven strategies that will help members be more effective in their jobs. We encourage submissions from qualified professionals on topics related to current and emerging trends, winning strategies and the challenges and opportunities faced by today's HR professionals. We strongly encourage authors to include supporting data, real-life applications and quotations from leading experts or others with direct knowledge of the topic.

Articles that provide authoritative, valuable content and avoid promoting the self-interest of an individual, company or organization may be selected for digital publication. Articles that are selected for digital publication are subject to editorial review and editing.

Submission Process:

1. **Submit an article abstract:** Send a one paragraph abstract outlining your topic and how the information will benefit HR professionals. If your abstract is approved, we will assign you an issue date.
2. **Submit your article by the deadline.** The editorial team may provide suggestions and request a second draft.
3. **Review/approve the edited version of the article prior to publication.** CTHRA will provide you with an HTML version of your article to review. Please respond promptly with edits or approval.

Abstracts and articles should be submitted to Melissa Hicks, editor, mhicks@cthra.com.

Author Guidelines

Format: Microsoft Word

Byline: Please provide the name, title and company of the author as it should appear in *HR Pulse*.

Length: Articles should be 750-1,500 words

Photos/Images: Please provide a head shot of the author. To enhance your article, we encourage the inclusion of charts, graphs, and related imagery of which you have express usage rights.

Content: Authors must refrain from promoting specific companies, products, and services.

Questions? Please contact the editor, Melissa Hicks, at 484.888.6766 or mhicks@cthra.com. We look forward to receiving your contribution!