



Energy magazine™
The Official Publication Of Healing Touch Program™

5411 Villa Mercedes
San Antonio, TX 78233
voice 210.653.0127
fax 210.497.8532
energy@healingtouchprogram.com

Dear Contributor,

All of us who are involved in the publishing of Energy Magazine greatly appreciate your contribution and support. Thank you.

Included in this document is an Energy Magazine Submission Schedule, which includes the focus of each month's issue and article deadlines, for 2010.

Please take time to review the due dates and mark the one appropriate for your article on your calendar. As we enter 2010, the due dates become consistent each month and we hope this will make them easy to remember.

Also included are Article Guidelines for Writers, which contains all the information you will need for submitting an article.

We are open to your input on other topics we might use as the focus of an issue and any articles you would like to contribute on these subjects. Send your thoughts to Energy@HealingTouchProgram.com.

We hope that these documents make it easy for you to submit articles. Please let us know if you have questions or if we have left out a piece of information you would find helpful.

We look forward to receiving your articles.

Sincerely,

Billy Courtney, Editor
Energy Magazine



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2010 Energy Magazine Schedule

Month	Focus	Column/Article/Ad Deadline*	Publish Date
February	<i>HT for Children</i>	December 31, 2009	February 4
March	<i>Research / The Year of the Nurse</i>	February 1	March 4
April	<i>Personal Discovery / Wellbeing</i>	March 1	April 1
May	<i>Practitioner Client Relations</i>	March 31	May 6
June	<i>Anniversary Issue</i>	April 30	June 3
July	<i>Finding Balance - Self Care</i>	June 1	July 1
August	<i>HT and Healthcare Reform</i>	June 30	July 30
September	<i>HT International Diversity / HT Conference Highlights</i>	August 1	September 2
October	<i>The Elderly and Hospice Care</i>	September 1	October 7
November	<i>HT in the Home / Thanksgiving</i>	October 1	November 4
Dec/Jan	<i>Joy</i>	November 1	December 2

* Author's bio and photograph are due with their article

Monthly Columns - deadlines are the same as above

Money as Energy, Marilee Tolen	Monthly
HT Experiences, Various	Monthly
Practitioner Profile, Barbara Dahl	Monthly
Essential Energy, Cyndi Dale	Monthly
Food and Spirit, Deanna Minich	Monthly
Research Corner, Kathy Layte	Quarterly
Newly Certified, Billy Courtney	Semi-Annual

NOTE: The focus of a month's issue may change due to unforeseen circumstances.



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Guidelines for Writers

Please submit articles in a digital file format from either MS Word or WordPerfect. If you do not have either of these programs please contact the editor at energy@healingtouchprogram.com to find out if the file format you have is compatible.

Article length should be no more than 1,500 – 1,800 words, but can be as short as a couple of paragraphs.

Monthly or quarterly column length should be no more than 1000 words. The optimum is between 400 and 800 words.

Along with your article, please submit a **short bio** (no more than 200 words), a photo of yourself for our contributors page and a completed Article Permission to Use. This form can be downloaded by clicking here <http://www.healingtouchprogram.com/energy>.

Photos that pertain to your article are greatly appreciated as they give an added richness to your article. They can be emailed to energy@healingtouchprogram.com in a digital format such as: jpeg, gif, tiff, psd, ai or eps or mailed to Energy Magazine, Attention Billy Courtney, 5411 Villa Mercedes, San Antonio, TX 78233.

If appropriate, please send photo captions or names of those in the photograph.

Once submitted, your article will be considered for publication, approved for content and then edited for grammar, etc. The final edition will be sent back to you, the author, for approval before it is included in the magazine and electronically published.

Submit your article by the deadline in the Energy Magazine Submission Schedule. Articles that are not submitted by the issue due date may not be included in the issue for which they were submitted, but will be considered for future issues.

Please contact Billy Courtney, Editor, if you have any questions at energy@healingtouchprogram.com or by phone at 210.653.0127.



Article Permission To Use

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By submitting the named article (and any related photos) to Energy magazine™ you hereby grant us permission to publish it and edit it for length and content, as necessary, without monetary compensation. (Photos may be cropped.) In return you will place a short bio and link to your website or other contact information at the end of your article.

Articles need to be proofread, grammar and spell checked PRIOR to submission.

By submitting your contribution, you represent that you are its author or creator, or that you are submitting it with the permission of its author or creator who has agreed to these terms and conditions.

We request one-time electronic rights, the right to keep submissions in archive and the right to reproduce the article on the Healing Touch Program or Energy websites or in other means for the purposes of promoting Healing Touch. Photos may be used independently of the article for purposes of promoting Healing Touch. You, however, retain the copyright of your work and are free to use it in any way you choose.

Privacy Practices For publication in Energy Magazine™

In the interest of maintaining privacy for Healing Touch Clients the following privacy practice is required for all materials published by Healing Touch Program. Client identities and privacy needs to be protected by one of the following methods:

1. Use of pseudo names and by changing enough of the identifying material of the situation that recognition is impossible.
2. Specific written permission and release is secured from the client and supplied to Healing Touch Program with the written submission.

Please fill out the requested information below and fax, mail or email this form to our office.

Name: _____

E-mail: _____ Phone: _____

Website you would like a link to: _____

Title of article: _____

Checklist

- Article
- Photos or graphics for inclusion with article
- Short Bio (200 words or less)
- Personal Photo for Contributor Section

By sending this document back via email, you are agreeing to the above terms. If faxing, please add your signature below.

Signature _____ Date _____