



## Writer Guidelines And Article and Case Study Submission Requirements 2023



This document includes the NAHA guidelines and steps for submitting an article or case study for NAHA's Aromatherapy Journal

E-mail submissions to the Chief Editor Sharon Falsetto Chapman  
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Journal Manager and Assistant Editor: Kelly Holland Azzaro

*These guidelines were updated by Sharon Falsetto Chapman January 2023*

# The NAHA Aromatherapy Journal

## Themes of the NAHA Aromatherapy Journal

For the year 2023, we are featuring the following themes:

**Spring:** Floral Herbs, synopsis: Popular floral herbs found in our gardens

**Summer:** Citrus Melody, synopsis: All the colors of citrus

**Autumn:** Bark and Wood, synopsis: Examining the aromatic “skin” of our trees

**Winter:** Ancient Forests, synopsis: Uncovering the aromatic secrets of our ancient forest trees

These themes fit within the broader theme of seasons (Spring, Summer, Autumn, and Winter), the seasons of life (infancy, childhood, adolescents, adulthood, aging, the elderly, end of life) and seasons of an illness (early stages, middle stages, end stages).

Articles about common conditions that arise during a given season, preventative health before a season arrives, and other pertinent information are also included in this concept. Articles about other topics (not related to the seasons) will be woven into each journal as well.

### **NAHA article and topics may include but are not limited to:**

- Aromatherapy applications and uses.
- Essential oil and carrier oil profiles.
- Herbs and how they can be integrated into practice/life.
- Ayurveda and Traditional Chinese Medicine.
- Expanding an aromatherapist's practice, approach and understanding of essential oils.
- Research and case studies.
- Aromatherapy for children.
- Aromatherapy in the news.
- Research reports.
- Safety data and essential oil chemistry.
- Endangered and threatened botanical species.
- Reports and updates.
- The profession of aromatherapy – how aromatherapy is used by professionals.
- Aromatherapy education – educators and schools sharing their knowledge.
- Essential oil recipes and blending tips.
- The business of aromatherapy and marketing advice.
- Guest editorials.
- How to make aromatic remedies and/or skin care products.
- Special focus on specific topic editions and much more!

## NAHA JOURNAL ARTICLE SUBMISSION REQUIREMENTS CHECKLIST:

### The Article

- You are an aromatherapist, herbalist, or specialist in your field with sufficient education in your topic.
- Article topics should be a minimum of one, and a maximum of four pages in length (approx. 500 - 2000 words). We accept, and encourage, longer articles based on the depth of the topic. A longer article can be broken into parts if needed and published in consecutive issues of The Aromatherapy Journal.
- All articles must be submitted singled spaced in a WORD document format.
- Font size 12 point, Times New Roman, black ink.
- Both common names and Latin binomials of each essential oil, carrier oil, herb, etc. **must** be given. Include the common name in regular font and Latin binomial in italic font. For example: Lavender (*Lavandula angustifolia*). No abbreviations.
- The common name of all plants and essential oils should **not** be capitalized, except where punctuation dictates otherwise. The following sentence would be written as: “When you are picking lavender (*Lavandula angustifolia*) for your distillation...” Do not capitalize the word *lavender* in this instance.
- In addition, all plant and essential oil common names should **not** be capitalized in recipe and blend lists. Therefore, you would list a recipe or blend as follows:  
“Essential Oils:
  - 20 drops of lavender (*Lavandula angustifolia*)
  - 15 drops of rosemary (*Salvia rosmarinus*)”and so on.
- All recipes, and amounts where listed within articles, should be listed in both fl. oz. and mL/grams, as applicable. Approximations are acceptable. For example:
  - 1-oz./30 mL sunflower (*Helianthus annuus*) oil
  - OR 1-oz./30 g sunflower (*Helianthus annuus*) oil
- Do not include unsafe essential oils or techniques contraindicated in true aromatherapy.
- Fact-check your data; especially historical dates and references.

### A Special Note on including Endangered Species Oils in your Article

Endangered or threatened species data can be included for historical reference.

However, do not include any endangered species unless the article is specific to that topic. Aromatic plants that are included on the CITES (The Convention on International Trade in Endangered Species of Wild Fauna and Flora) list include: Rosewood (*Aniba roseodora*), spikenard (*Nardostachys grandiflora*), agarwood (*Aquilaria malaccensis*), red sandalwood (*Pterocarpus santalinus*), African sandalwood (*Osyris lanceolata*), Guaiac wood/palo santo (*Bulnesia sarmientoi*), and Indian rosewood (*Dalbergia darienensis*).

If you include an endangered species in a blend, suggest an acceptable substitution instead. For example, suggest ho wood (*Cinnamomum camphora* ct linalool) instead of rosewood. Threatened species such as frankincense (*Boswellia carteri*) and sandalwood (*Santalum*

*album*) should only be suggested if the essential oil has been distilled from sustainably harvested plant material.

Frankincense resin is subject to over harvesting by unscrupulous collectors which in turn damages or even kills trees, however it is possible to sustainably collect frankincense resin without killing the trees. As public awareness and protection programs have increased, the supply of sustainably harvested resin has increased accordingly.

Sandalwood trees unfortunately have to be destroyed in order to distill sandalwood essential oil from the heartwood and roots. However sustainable sandalwood plantations have been established in areas such as Australia and the Pacific Islands.

### **Current Botanical/Scientific Names for Plants**

Botanical/scientific names of plants change constantly, particularly as we now have the means to understand plants in more scientific ways than ever before. This can mean a reclassification of a plant into another plant family or a complete change of its name. Check current databases for the most up-to-date plant names.

An example of this is rosemary, previously known as *Rosmarinus officinalis*, but has now changed its official scientific name to *Salvia Rosmarinus*. Although *Rosmarinus officinalis* is still an accepted synonym, we prefer the use of the most current scientific name in articles.

### **Case Studies**

If you wish to submit a case study for consideration to be included in the NAHA Aromatherapy Journal, you will need to follow these guidelines:

1. Identify the individual's chief complaints.
2. Summarize the individual's background, relevant facts, and any key factors leading to the current complaints.
3. Formulate a thesis statement.
4. List your aromatherapy recommendations for the individual.
5. Demonstrate that you have researched your recommendations for the individual and/or explain your reasoning for choosing specific essential oils and any other recommendations.
6. Explain any constraints and recommend alternatives (e.g., alternatives to oils that are out of budget, allergies, sensitivities, personal preferences of the individual).
7. After following your individual for a minimum of 3 months, summarize the outcome. Include details on compliance, any improvements, set-backs or challenges that the individual experienced. (Case studies of less than 3 months can be submitted for acute conditions).
8. Summarize your action plan for the future.

## References and Bibliography

Include professional references and bibliography. Cite references using a numbered end note that appears at the **end** of the document:

*Example:* What the researchers discovered was, “at doses of 40, 20, and 10 µg/cm<sup>2</sup>, the essential oils of *P. graveolens* gave 100% mortality against house dust mites.”<sup>1</sup>

References should be listed in the bibliography in **numerical** order, not **alphabetical** order.

*Example:* 1, 2, 3, 4, 5 etc and not Adams, Brown, Chester etc. This makes it easier for readers to quickly find the appropriate reference in the bibliography. In the above example, the reference would be listed (at the end of the article, not in a footnote) as:

1. Jeon, Ju-Hyun, Hyung-Wook Kim, Min-Gi Kim, and Hoi-Seon Lee; (2008), *Mite Control Activities of Active Constituents Isolated from Pelargonium graveolens Against House Dust Mite; Journal of Microbiology and Biotechnology*, **18** (10), 1666-1671.

**DO NOT list the reference as a foot note. List in the complete Reference section at the END of the completed article/case study.**

*Referencing websites:* There are various ways to list websites in a bibliography listing, but the following format is preferred:

*National Association for Holistic Aromatherapy website (Name of Website), Aromatherapy (Article Title), accessed August 1, 2015: <http://www.naha.org>.*

All links should be clickable so that readers can easily access the reference in the final PDF journal document.

## Photos/Illustrations

- All artwork should be in the form of professional quality photographs or illustrations.
- Do not embed any images into the article/case study.
- All images should be sent separately and be 300 to 600 dpi.
- *For Book Reviews:* Book cover images need to be 3.5 inches wide x 4.75 inches tall @ 300 DPI (in pixels, that's 1050x1425).
- Ensure that you have permission to use any and all images in your article/case study.
- Submit information on the photographer including attribution (copyright) and contact details.

## Editing

- Although all articles/case studies will be edited by the NAHA Aromatherapy Journal editing team, we highly recommend you have your article/case study reviewed and edited prior to submitting it. Your article/case study should be as close to “print-ready” as possible. If substantial edits need to be made, your article/case study will be returned to request a rewrite.
- Do not embed any hyperlinks or website links into text.
- Do have the article/case study spell-checked and pre-edited.
- Do not depend on spell check for complete editing...a word spelled correctly may not be the correct word.
- Do not include the wording “to treat” or “treatment” unless that falls within your scope of practice.
- Do not use the word “patient” unless that falls within your scope of practice. Use the word “client.”
- Do not include the words “therapeutic grade” when describing the quality of essential oils.
- *International submissions:* Your article/case study must meet English language requirements. Please spell-check your article/case study for correct English terminology and spelling.

## Biography Information

- Include a brief professional biography at the end of the article/case study (50-100 words maximum).
- Include your contact information at the end of your biography. Only include your email address and website address. Do **not** add a phone number, Facebook, LinkedIn, Pinterest, Instagram etc. link.
- Include a headshot image in a JPEG (300dpi) high resolution quality.

***If you have not followed the above guidelines your article/case study will be returned to you, and you will be asked to make the necessary edits/corrections.***

## Submitting Your Article/Case Study

Please submit your article and images to NAHA's Journal Chief Editor:  
Sharon Falsetto Chapman at: [sharon@sedonaaromatics.com](mailto:sharon@sedonaaromatics.com)

## New Submissions

Please follow the above guidelines and make sure to include your bio information in your submission for consideration. Note that it takes time to review articles/case studies and, depending upon when your article/case study was submitted, **it can be up to 8 weeks (or more in a conference year)** before we get back to you. We also plan issues in advance, so your article/case study may be held over until a suitable space is made available in a future issue. Please be patient during this time and know that we will review and get back to you just as soon as it is possible for our editing team to do so.



## **Payment for Articles/Case Studies**

NAHA offers the following forms of compensation for articles/case studies submitted, accepted, and published in the NAHA Journal:

- Individuals who write one article/case study will receive one free quarter page advertisement in the issue which your article/case study appears in. You are responsible for creating the advertisement and submitting it to NAHA for publication.
- Individuals who commit to being a regular contributor and who write four high quality, and well written articles will receive one free half page advertisement in each journal that your article appears in. You are responsible for creating the advertisement and for submitting it to NAHA for publication.
- Each article/case study which is accepted and published in the NAHA's Aromatherapy Journal will earn you *2 NAHA approved continuing education hours (CEs)* to remain in good standing as a NAHA member. Please keep a record of any published articles/case studies and the journal edition in which it was published.

All writers also receive:

- Inclusion of your biography, photo, website (with hyperlink) in your article/case study.
- A free PDF copy of the journal in which your article/case study is published.
- Aromatherapy articles/case studies that are published count towards the Aromatherapy Registration Council (ARC) renewal hours for the status of registered aromatherapist (RA).
- An excellent opportunity to get your talents and expertise noticed in the aromatherapy community and around the world.

## **Promotion of the NAHA Journal**

If your article/case study is accepted for publication for an issue of the NAHA Journal, you will be emailed a JPEG/PNG writer badge which you can use (on social media/your website) to promote your article/case study and authorship in the NAHA Aromatherapy Journal. We ask that you promote the journal by sharing this badge through social media etc. with encouragement for readers to become a member of NAHA in order to read the full article. **DO NOT PUBLICLY SHARE THE DOWNLOAD LINK FOR THE FULL JOURNAL AS THIS IS A MEMBERS ONLY BENEFIT.** New members can join NAHA by enrolling at the following link:

<https://naha.org/index.php/membership/become-a-member/>

## **Publication Dates and Deadlines**

Please note the following publication dates and deadlines for 2022:

- Spring Journal – articles due by **February 15** for a publication date in **April/May**.
- Summer Journal – articles due by **May 15** for a publication date of **July/August**.
- Autumn Journal – articles due by **August 15** for a publication date of **October/November**.\*
- Winter Journal – articles due by **October 15** for a publication date of **December/January**.\*

*Note: Although we will try to adhere to this schedule wherever possible, there might be circumstances which may change these dates. We will notify both writers and members if this should occur for any reason.*

\* Note that 2023 is a NAHA Conference year (October 5<sup>th</sup> – 7<sup>th</sup>) which may impact editing and publishing deadlines for our autumn and winter journal editions.

## **General Policy on Article/Case Study Submission**

Article/case study submissions sent to NAHA are not guaranteed to be published. All information is subject to the NAHA Board of Directors approval. All articles/case studies and data are subject to editing by the NAHA Editorial Board. Authors of articles/case studies are not promised that their submission will be included in any specific journal.

All articles/case studies, data, and images are kept on file at the NAHA office and by the NAHA Editorial Board. You will be notified if your article/case study will be considered for a future NAHA journal issue. It is the responsibility of the author to provide proof of any copyright materials included with all submissions. If your article/case study is included in a NAHA journal, NAHA retains permission and rights to use the material for future publications and educational purposes.

***If your submission does not follow the NAHA Writer Guidelines, your document will be returned for corrections. This can alter the publication process and delay use of your article or materials.***



## **Copyright and Republication of Your Article**

NAHA asks for first rights of publication for your article/case study. Each individual author will maintain copyright over their own article/case study and you are free to use it on your own blog or website **thirty days after** it has appeared in the NAHA Journal. All accepted articles/case studies might be posted to NAHA's blog at any time.

If you do use and/or adapt your original article/case study elsewhere after 30 days, please include the following statement for publication with your article/case study:

“This article [case study] originally appeared in the NAHA Journal (insert edition number here) and it is re-published here according to the NAHA Writer Guidelines 2022 copyright statement.”

Any article submitted to NAHA and originally published in the *NAHA Aromatherapy Journal*, may also be used by NAHA in various other publishing and media formats such as (but not exclusive to) webinars, YouTube channel, Vimeo channel, podcasts, and the NAHA blog.

The author retains copyright of their article at all times and, where appropriate, promotion of the author and subsequent virtual links to the author maybe included. Your original article may appear in conjunction with your published article both in the *NAHA Aromatherapy Journal* and on the NAHA blog (if selected for publication here). Articles may also be used at any time in the future, even if a number of years have passed.

## **Right to Change or Cancel**

NAHA reserves the right to change or cancel any of the requirements, discounts, or benefits, or any other detail of this document at any time with proper notice to the author.

## **Questions?**

For article submissions, writer inquiries, article ideas, and questions about the Writer Guidelines, contact Sharon Falsetto Chapman, the Chief Editor of NAHA Journal at: [sharon@sedonaaromatics.com](mailto:sharon@sedonaaromatics.com)

For general inquiries contact the NAHA office at: [info@naha.org](mailto:info@naha.org)

**Thank you for your support of NAHA!**