H-Announce: A User's Guide

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H-Announce is a moderated one-way distribution network for announcing events, upcoming conferences call for papers, calls for publication, programs, workshops, sources of funding, fellowships, and news from H-Net and its affiliates. If you would like to post an announcement on H-Announce, please carefully follow the steps below.

1. Log in to your profile. If you do not have one, you must create a profile. Your profile must include both your full name (of a person, not an organization) and professional institutional affiliation. Your announcement will not be published until this information is available. You can edit your profile once you are logged in by clicking the 'My Profile' button at the top of the page and selecting 'Edit Profile' from the drop-down menu.
2. Go to the H-Announce homepage and click the orange 'Post an Announcement' button below the banner. You must be logged in to see this button.
3. Submit your announcement in the form provided. Be sure to carefully fill out all of the information, including subject fields at the bottom. While you're submitting, keep in mind:
   ○ Avoid lengthy explanatory material. Keep your posting concise and above the scroll line where it is mostly likely to be read. Long explanatory essays and prefatory material seriously reduce the likelihood that recipients will read the posting. Link to an event or other website that has consistent details and information that you control. We do not redact our publications once they have been published (including changes in date or location).
   ○ Do not cut/paste your announcement from a word-processed document. Compose it. Use the tools in the editing bar to format it. Cut/paste invariably introduces formatting errors and includes text that will confuse readers (such as references to an "attached flyer" that isn't attached).
   ○ Spell out acronyms and abbreviations. We have a global audience that will not know whether ASA refers to the American Studies Association or the Asian Studies Association.
   ○ Do not insert or link to images. Links will eventually rot and the graphics disappear.
   ○ **Do not submit what you consider to be "private" information now or in the future. Cell phone numbers, home addresses, names of family members, or other such information will remain searchable in our database for years to come.**
4. Click "Submit to Editor." By clicking this button, you agree that the information submitted is appropriate and accurate, and that it will not be edited or removed after it is published. You, not the editors, are responsible for the content and formatting of your message. You agree that editors may make small changes to the text of your announcement (spelling errors, formatting errors, etc.) that do not change the meaning of the announcement.
5. H-Announce does **not** publish jobs, which are considered to be any full-time (>30 hours/week) compensation that is more than six months long. The function or funding source of employment is not relevant; if the position involves full-time compensation for professional research, teaching, or service, whether it's a scholarship, fellowship, fixed-term, tenure-line, consultancy, then H-Net will only publish it through the H-Net Job Guide. The only exception made is for full-time, graduate dissertation research support.
6. H-Announce does not publish duplicate/reminder postings, rental notices, publicity for new

publications, journal table of contents, for-profit activities, or established courses/programs of study.

> › New publications can be submitted on the Book Channel here.

7. Your announcement will be moderated by the editors in accordance with the [H-Announce publishing calendar](publishing-calendar). If your profile is incomplete, your announcement lacks necessary information, or there are major changes needed, the editors will request that you make revisions before they will publish your content. To access your announcement, log in, click 'My Profile' in the top right corner, and select 'My Posts' from the drop-down menu. Then, click on the announcement in question and select "Edit Draft" near the top of the menu on the right side. Once your announcement has been published you will NOT have access to these editing features.

8. When everything is in accordance with policy, your announcement will be published! Once it has been published, editors from individual networks can easily re-post your announcement to be sent out to their entire subscribership. Re-posting is entirely at the discretion of network editors.

If you have questions or difficulties with any of the steps, you can contact the Help Desk at help@mail.h-net.msu.edu