



UNIVERSITY  
*of* HAWAII'  
MĀNOA

## **Guidelines and submission information for CTAHR Notes and CTAHR Alumni & Friends**

**Oct. 2013**

**CTAHR Notes** is a weekly e-bulletin published by the college and distributed to its students, faculty and staff. CTAHR Notes is intended to highlight official CTAHR-related activities and impacts. CTAHR Notes also showcases awards, honors and achievements of its faculty, staff, students and alumni. Occasionally CTAHR Notes will include sidebar items that share lighter, non-work-related news items that cultivate a sense of community within the college. Select items from Notes will be repurposed on the college's homepage and social media site(s). Items considered to be appropriate for publication may be submitted to the CTAHR Office of Communication Services (OCS) or emailed to [CTAHRNotes@ctahr.hawaii.edu](mailto:CTAHRNotes@ctahr.hawaii.edu). Selection and editing of all items for publication is at the sole discretion of CTAHR OCS and the CTAHR Office of the Dean.

**CTAHR Alumni & Friends** is a monthly e-bulletin that contains select news items from CTAHR Notes or other items that are newsworthy to a broader audience. CTAHR Alumni & Friends is shared with key campus and university constituents, community partners and alumni. Items considered to be appropriate for publication may be submitted to the CTAHR Publications and Information Office or emailed to [CTAHRNotes@ctahr.hawaii.edu](mailto:CTAHRNotes@ctahr.hawaii.edu). Selection and editing of all items for publication is at the sole discretion of CTAHR OCS and the CTAHR Office of the Dean.