



The Coaching & Mentoring Network

connecting the community

FAQ Guide: How do I submit content for the CMN website?

What sort of content do you publish?

The Coaching & Mentoring Network accepts the following types of content for publication:

- Press releases and news items
- Open events
- Articles
- Case studies
- Research findings / executive summaries
- Book recommendations and reviews
- Links
- Coach/mentor training provider details

General guidelines for all content

All content should meet the following criteria:

- Be of general interest and of educational value to those involved in coaching and mentoring.
- Be objective and balanced. Items may not be of an advertorial nature: they may discuss specific methodologies and personal approaches but may not be a promotional piece with the intention of advertising services.
- All copyright should be stated. If you submit content which includes a third party's copyrighted material or intellectual property you must gain the relevant permissions before submitting it to the Coaching & Mentoring Network.
- Supplied in Word / email format where possible. Any graphics should be supplied in a separate file.
- We review all submitted content and all items are published at the sole discretion of the Network team.

News press releases

The news section can be seen and news submitted at:

<http://www.coachingnetwork.org.uk/information-portal/news-and-comment.aspx>

Examples of news items accepted

- Press releases
- Launch information (schemes, resources etc) meeting the above criteria
- Association / professional body / networking group updates
- Research published
- Research participation requests
- Special offers



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Open events

The events section can be seen and your events submitted at:
<http://www.coachingnetwork.org.uk/information-portal/events.aspx>

Please note, events should be open and of relevance to our website.

Articles

We prefer to publish articles from authors who have previously been published but will happily consider all articles which meet our general guidelines. Articles should contribute to the development of knowledge and learning within the coaching profession and must not be of an advertorial nature.

Articles can be seen at
<http://www.coachingnetwork.org.uk/information-portal/Articles/default.asp>

With your article please supply

- Title plus any subtitle as appropriate
- Author's name
- Confirmation that you are the copyright holder (or copyright holder details and confirmation that you have their permission to reproduce it on our site)
- Details of where and when the article was first published (if applicable)
- Short author biography (2-3 sentences) at the end of article (optional)
- Contact details (optional)

Case studies

Case studies can also be found at <http://www.coachingnetwork.org.uk/information-portal/Articles/default.asp>

Case studies are intended to help those involved in coaching / mentoring to learn from the specific experiences of other organisations or individuals. Case studies should therefore be of a highly informative and practical nature and should give a balanced view of their experience.

We look for case studies which are described from the perspective of the client or internal organisation and which provide details of, for instance

- Why coaching / mentoring – what were the issues and why did they decide that coaching / mentoring was the appropriate approach
- Overview of the programme / scheme
- Experiences (e.g. highs and lows) of the programme managers (if applicable)
- Experiences (e.g. highs and lows) of the participants
- Outcomes – what difference has coaching / mentoring made
- Where does it go from here

Details of any external consultants or tools used may be mentioned incidentally within the case study and contact details may be supplied at the end. However, the primary focus should be on the client or organisation's experience.

With the case study please also supply:



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- Title plus any subtitle as appropriate
- Organisation's name. Personal clients may submit under a pseudonym.
- Confirmation that you are the copyright holder (or copyright holder details and confirmation that you have their permission to reproduce it on our site)
- Contact details for organisation and/or coaching/mentoring provider (optional)

Research findings & executive summaries

We encourage the publication of research findings on our website. These are included in our Articles section at <http://www.coachingnetwork.org.uk/information-portal/Articles/default.asp>

- Title plus any subtitle as appropriate
- Author's name
- Confirmation that you are the copyright holder (or copyright holder details and confirmation that you have their permission to reproduce it on our site)
- Nature of the research project
- Short author biography (2-3 sentences) at the end of article (optional)
- Contact details (optional)

We prefer to include executive summaries on the website with the option to automatically download or contact the research publisher for the full documentation. Where full details are chargeable then we can include an appropriate link for ordering at the end of the report.

Book recommendations and reviews

We have an online bookshop at <http://www.coachingnetwork.org.uk/information-portal/online-bookshop.aspx>

We welcome all submissions of recommended books. You do not need to have the author's permission.

Please supply the following information:

- Book title
- Author
- ISBN (if known)
- Publisher (if known)

We also encourage the submission of personal reviews of books. These should give a fair assessment of the book and give an indication of the target audience and the book's usefulness for this audience, from the reviewers perspective.

If you submit a personal you should include:

- Your name
- Company / your connection with coaching / mentoring
- Contact details (optional)

Publishers and agents: please include a graphic of the book cover (if available) and any additional press coverage or third party reviews where possible.

Links



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We have a links section at <http://www.coachingnetwork.org.uk/information-portal/Links/Links.asp>

Websites will be considered according to the following criteria:

- Websites for professional bodies / networking associations etc related to coaching and mentoring
- Information-based websites which may be useful to users of our site (either coaching/mentoring sites or sites offering specialist information of relevance to coaches and mentors)
- Websites for training companies and coaching services which are subscribed to our Training & Accreditation section or our Coach Referral Services.

Unless otherwise agreed, we expect links to be reciprocal.

Coach/mentor training provider details

Within our Training & Accreditation section at <http://www.coachingnetwork.org.uk/information-portal/training-and-accreditation.aspx> we include details of companies offering formal training programmes (short and long courses) to those involved in coaching and mentoring. To be considered for inclusion please contact paulinew@coachingnetwork.org.uk

Where do I send the details to?

With the exception of training provider information and online submissions (see above), please send all submissions in Word or email format to annabg@coachingnetwork.org.uk

**This is part of a series of free Guides offered by the Coaching & Mentoring Network.
Please do let us know how useful it was to you by emailing
guides@coachingnetwork.org.uk**