



## **NAHA E-Booklet Submission Requirements and Guidelines**

Do you have an e-booklet that you would like to have sold on the NAHA Online Store?  
If so, please read the following guidelines:

### **Acceptable E-Booklet Content:**

- Educational information pertaining to aromatherapy
- Safe use of essential oils and aromatherapy products
- Scope of practice disclaimer and safety concerns
- Educational versus marketing promotion of a particular item, service or product
- Essential oils listed should include both the common and Latin botanical names
- All information is written in English
- All content is the intellectual property of the author

### **Non-acceptable E-Booklet Content:**

- Unsafe use of essential oils, aromatherapy products, services or therapies
- Promotion of essential oils for internal use or any method or treatment that NAHA considers unacceptable or out of scope of practice
- RDT (Raindrop Therapy) or any other undiluted essential oil drop technique
- Marketing of false information or making health claims
- The terminology: Therapeutic Grade Essential Oils
- Use of endangered or threatened botanical species, i.e.,

Agarwood, Frankincense, Rosewood, Sandalwood etc. (unless the reference is to the historical use of these oils or the endangered species indicated is followed by the suggestion of a sustainable alternative essential oil to replace the endangered species, such as Australian Sandalwood)

A professional safe use disclaimer should be included in regards to any issues that pertain to the essential oils or methods included in the e-booklet:

- Safe use of essential oils (children, pregnancy, pets etc.)
- Contraindications if any (allergies, pregnancy, epilepsy etc.)
- Essential oils that are: Photo-toxic and Skin Sensitizers
- Proper dilution for topical blends
- A scope of practice disclaimer should be included

If the e-booklet meets the requirements and guidelines for submission, please submit a copy to the NAHA Office email at [info@naha.org](mailto:info@naha.org). All e-booklets will be previewed prior to acceptance for resale on the NAHA Online Store.

### **NAHA E-booklet Promotion:**

- E-booklet jpg cover image is posted on the NAHA website store area with a click-on link to purchase.
- Web-links for the NAHA online store are included in the monthly NAHA e-newsletter.
- E-booklet may be highlighted in a NAHA Aromatherapy Journal or other NAHA publication based on availability.
- Author's website will provide a web-link to the NAHA website.

**How e-booklets are processed:**

- The e-booklet will be sold for the suggested retail price on the NAHA Online Store.
- The e-booklet PDF will be copied to a CD and placed in a CD case with label.
- The CD will be shipped directly to the purchaser by the NAHA Office.
- Shipping and handling is not included in the retail price and will be paid by the person purchasing the CD and the shipping compensation will go to NAHA only.

The NAHA Office will keep track of all E-booklet CD sales and issue the author a check at the end of 6 months or at the end of year, depending on amount of sales. Authors will receive 60% of the retail price sales and NAHA will receive 40% of the retail price sales.

**Disclaimer:** NAHA reserves the right to discontinue this offer at any time. NAHA is not responsible or liable for any e-booklet content listed or sold on the NAHA website or other formats. NAHA reserves the right to reject any e-booklets that are deemed unacceptable, inappropriate or unsuitable and which do not fit within the NAHA Standards and Ethics.

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