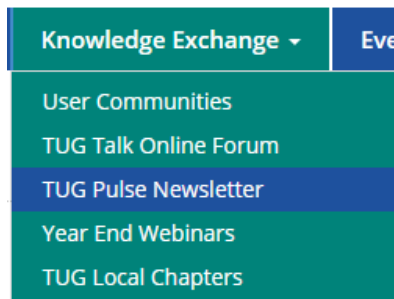


## How to Submit an Article for the TUG Pulse Monthly Newsletter

The TUG Pulse is a monthly newsletter publication full of advice, tips and feature articles written by subject matter experts in the industry. All current and past issues are available to our members as a part of their membership. The TUG Pulse is an informative compilation of technical, industry and product group specific articles.

1. Visit [www.TUGweb.com](http://www.TUGweb.com) and sign in via the Sign In link at the top of the screen. Hover your mouse over the Knowledge Exchange tab and click on TUG Pulse Newsletter.

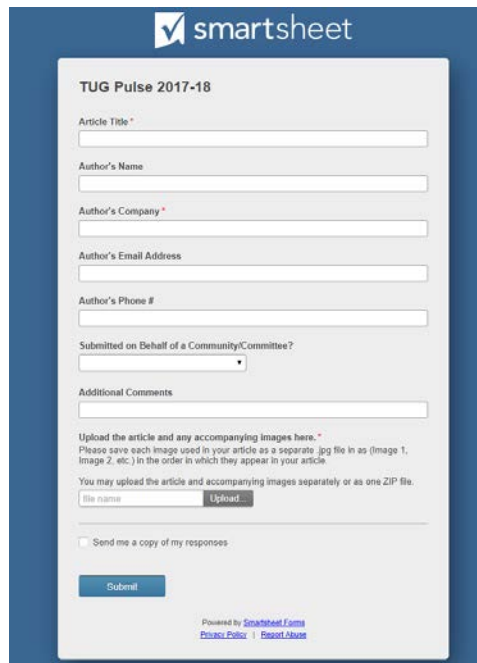


2. To view the guidelines for how to write a Pulse article, click the “TUG Pulse Guidelines” link toward the top of the page. Just below the guidelines is the link to submit your article.

[TUG Pulse Guidelines](#)

### SUBMIT AN ARTICLE FOR THE TUG PULSE

3. Click ‘SUBMIT AN ARTICLE FOR THE TUG PULSE’ to upload your article to the TUG Pulse Article Smartsheet web form.

A screenshot of a Smartsheet web form titled 'TUG Pulse 2017-18'. The form is set against a dark blue background with the Smartsheet logo at the top left. The form fields include: 'Article Title \*' (text input), 'Author's Name' (text input), 'Author's Company \*' (text input), 'Author's Email Address' (text input), 'Author's Phone #' (text input), and a dropdown menu for 'Submitted on Behalf of a Community/Committee?'. Below these is a text area for 'Additional Comments'. A section for file uploads contains instructions: 'Upload the article and any accompanying images here. \* Please save each image used in your article as a separate .jpg file in as (Image 1, Image 2, etc.) in the order in which they appear in your article. You may upload the article and accompanying images separately or as one ZIP file.' This section includes a 'File name' input field and an 'Upload...' button. At the bottom, there is a checkbox for 'Send me a copy of my responses' and a 'Submit' button. Footer text at the bottom right reads 'Powered by Smartsheet Forms' with links for 'Privacy Policy' and 'Report Abuse'.

For more information, or if you have any questions or concerns, contact us at [registration@tugweb.com](mailto:registration@tugweb.com)