

## Article Submission Guidelines 2020

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## **testimony/Enrich Article Submission Policy**

Thank you for your interest in writing an article for *testimony/Enrich*! We're really looking forward to hearing from you. But first, we request that a query letter/e-mail be submitted, in which you outline the topic that you would like to write about, the overall thesis, and a brief summary of your article.

In this query letter/e-mail, it is important to include a working title for your article and the approximate word count. Please note that there is no guarantee of publication, but be assured that all queries we receive are reviewed on an individual basis. Unsolicited manuscripts are generally not accepted or returned.

Once we review your query, you'll receive a follow-up e-mail on the final editorial decision and whether we want more information so that we can publish the article. If we contact you to confirm interest in a full article submission, you can look on pages 2, 3 and 4 of this document for some guidelines on how the article should appear. The required word length is 800 to 1,000 words for *testimony* articles, and 1,200 to 1,500 words for *Enrich* articles, which may be shortened at the editor's discretion. (Preference is given to PAOC credential holders for *Enrich* articles.)

With regards to *testimony* articles, once we receive your full manuscript, we may ask for references from your church to ensure that you are in good standing. We may also follow up with you to clarify certain details within the submitted content. Along with your article, we welcome additional information, resources or tips that could be used in a sidebar. The appearance of this information along with your published article is edited/revised at the editor's discretion.

We are pleased to pay an honorarium to all published writers, and we provide two copies of the issue that includes your article. If the address provided in your manuscript is different from the one to which your honorarium or complimentary magazine should be mailed, please be sure to state the alternate/preferred address clearly.

**Here's an important note: if a story or article is published in *testimony/Enrich*, it may be posted electronically on other Christian publications' websites. Approval for online posting will be granted directly from our office, and may be done without direct writers' consent.**

If you'd like to, you may send relevant pictures in jpeg format. Pictures should be high resolution (at least 300 dpi). When possible, include captions (details) to accompany each picture.

Thanks again for your interest in writing for *testimony/Enrich!* We look forward to receiving your query letter/e-mail at [testimony@paoc.org](mailto:testimony@paoc.org).

## **Manuscript Format:**

John Doe  
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About \_\_\_\_\_ words  
© 2020 J. Doe  
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Article Title  
by J. Doe

Microsoft Word document. Please double-space text from this point on.

Use Times New Roman 12 pt. font for text.

Include page numbering, beginning on page 2.

End your article with a 20- or 25-word biography. (e.g. John Doe lives with his wife and three children in Anywhere, ON. They attend Anywhere Church where he is involved in various ministries.)

Please do not use roman numerals for footnotes. Please also avoid the use of endnotes. Text for each footnote should appear on the page where the original reference appears.

Below the last line of text on the last page, include the following as shown below:

## 2020 Submission Deadlines

Magazine Issue	Submission Deadline
January/February/March 2020	October 15-18, 2019
April/May/June 2020	January 16-21, 2020
July/August/September 2020	April 15-20, 2020
October/November/December 2020	July 15-20, 2020
January/February/March 2021	October 16-21, 2020

## Additional Guidelines

In details of punctuation, capitalization and preferred usage, the Canadian Press Manual *Caps and Spelling* and *Style Book* serves as the standard.

Should an article contain quotations from a previously published work, it is the responsibility of the writer to secure the necessary permissions and to **cite original sources correctly**. Please indicate when a publisher has given specific directions with regards to crediting a work.

No simultaneous submissions are accepted. We do accept reprints from non-overlapping publications.

### FOOTNOTES AND CITATIONS

Our major publications adhere to the Chicago Style of formatting, so you can reference citation instructions at the following website:

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html). List **all** sources that you mention in the body of your work, including statistics and data. Name the publication, author, title, and date published.

Please use superscripted digits (1, 2, 3, 4) not Roman numerals (i, ii, iii, iv), for numbering footnotes in the body of the text. When using the Chicago style, the corresponding numbers in the footer are usually placed at base of the line (not raised) with a period immediately following it.

Basic citation format examples:

#### **Magazine**

1. Tony Medina, "Tell Us About It," *Personal Reflections Magazine*, May 1996, 4.

#### **Book**

1. Dallas Willard and Gary Black Jr., *The Divine Conspiracy Continued: Fulfilling God's Kingdom on Earth* (New York, NY: HarperCollins, 2014), 5.

**Website** (Title of website. "Title of page." Date you viewed it. URL.)  
Families Today. "The Impact of Media." Accessed February 12, 2016.  
<http://www.familiestoday/impactofmedia> (Note: fictional URL)

### **Scripture**

"For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life" (John 3:16, NIV).

**Note: Specific Bible translations used must be provided ... a copyright infringement could be cited otherwise.**

### **Writing Tips**

We recommend you observe the "20 Rules for Good Writing" published by the Writer's Digest School.

1. Prefer the plain word to the fancy.
2. Prefer the familiar word to the unfamiliar.
3. Prefer the Saxon word to the Romance (e.g. "Despite the unfavourable climatic conditions..." can be written as "Bad as the weather has been...").
4. Prefer nouns and verbs to adjectives and adverbs.
5. Prefer picture nouns and action verbs.
6. Never use a long word when a short one will do.
7. Master the simple declarative sentence.
8. Prefer the simple sentence to the complicated.
9. Vary your sentence length.
10. Put the words you want to emphasize at the beginning of your sentence.
11. Use the active voice.
12. Put statements in a positive form.
13. Use short paragraphs.

14. Cut needless words, sentences, and paragraphs.
15. Use plain conversational language. Write like you talk.
16. Avoid imitation. Write in your natural style.
17. Write clearly.
18. Avoid gobbledygook and jargon.
19. Write to be understood, not to impress.
20. Revise and rewrite. Improvement is always possible.

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