

GUIDELINES FOR SHORTER MANUSCRIPTS

Your advance submission must be no more than 10 pages, including the cover letter, proposal, and sample manuscript pages.

Articles, devotionals, and short stories are great ways to break into publishing or build your author platform, so don't miss out on the opportunity to submit shorter pieces to our magazine editors for review or our freelancers for critique.

ESSENTIALS

Read the Editorial Needs and Freelancer Specialties pages (under the Advance Submissions tab) so you can choose the best faculty member(s) to review or critique your work.

All text should be in 12-point Times New Roman font. One-inch margins all around.

Query letter may be single-spaced, but manuscript pages must be double-spaced.

Proofread everything you submit carefully and thoroughly.

Be sure to follow the instructions on the conference website for sending your advance submission.

PREPARING YOUR QUERY LETTER

A query letter is a one-page letter to an editor in which you attempt to sell him/her on the value of your idea and your ability to write about the topic. The goal of the query letter is to make the editor excited about reading your complete manuscript.

Your query letter should include:

- Salutation to a specific agent or editor (name spelled correctly)
- Your working title
- Your name (and pen name, if applicable)
- A synopsis of your idea
- Your thesis—In a single sentence, what do you want to say to the reader?
- Timeliness—why this article fits today's audience (Indicate if it is seasonal)
- Your style—anecdotal, personal experience, straight reporting, essay, etc.
- Your credentials—qualifications to address this subject
- Uniqueness—What do you do that others have not done with this subject?

- Reader benefits—Don't tell the editor why you want to write the piece; tell why readers will want to read it
- Photos—Will you be sending any?
- Time frame—How soon will you have the article ready?

Optional:

- Writing credits, background, writing-related experience
- A couple of anecdotes
- Quotes
- Pertinent facts or statistics
- Outline of your book (two pages maximum)

Remember: *A query letter is your sales pitch for the idea God has laid on your heart!*

PREPARING YOUR MANUSCRIPT

Insert a header with your last name and the title of your piece in the upper-left corner and page numbers in the upper-right corner, using automatic numbering.

For your advance submissions, please use these word-count guidelines:

| Type of manuscript | Maximum length |
|---------------------------|---|
| Article | 1,800 words |
| Short fiction story | 1,800 words |
| Personal-experience story | 1,500 words |
| Up to two blog posts | 750 words each |
| Up to three poems | 24 lines each |
| Up to three devotionals | 400 words each (including Scripture quotations) |
| Up to three fillers | 400 words each |