



The *Mother's Heart* Magazine



www.The-Mothers-Heart.com

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Writer's Guidelines

for *The Mother's Heart Magazine*

Thank you for your interest in writing for **The Mother's Heart Magazine**. We are interested in heart and informational articles on all facets of motherhood, homeschooling and making a warm home environment: organization, living in God's strength, encouragement for mothers, joyous mothering, creative homemaking, child-raising, getting it all done, father's viewpoint and roles, and other topics related to Titus 2 and Proverbs 31 living. Please begin the writing process with an outline.

Please keep the tone positive, real-life, with hope and a good ending. Personal experiences or other anecdotes which relate to the article topic make great lead-ins.

- **Length**

We prefer articles to be 750-1000 words for short articles, 1250-1750 words for feature articles. Please check with the editor for length options:

KymAWright@gmail.com or Kym@TMHMag.com or Editor@TMHMag.com

- **Spell Check**

Please run the article through a **spell-check** on your word processing program. Check for misuse of homonyms. Have your spouse or friend read through it for clarity and for spelling errors.

- **Formatting**

Please do not format your article.

Use **one space** at the end of sentences, rather than the typical two spaces taught in typing classes.

Format with left margin, but not right justified. (Leave right edges "ragged.")

Put a single line space in the text or *inside* paragraphs. Use a double line space *between* paragraphs.

Use Arial 12 point font.

Please format bulleted items to include the bullets. Please do not use fancy bullets, but use the ones included here as your guideline: ●

Use italics for book and newspaper titles, quotation marks for article and chapter titles.

Please refer to a style book (*The Chicago Manual of Style* is a good reference). Periods and excl-

mation points go ***inside the quotation marks.***

Please do *no other formatting* to your article.

- **Submissions**

Email transmission for articles and photos is preferred. (See information on Photograph Submission Information.)

Word Documents (doc or docx) or PageMaker files preferred.

Attach the file to your email.

Email to: KymAWright@gmail.com or Kym@TMHMag.com or Editor@TMHMag.com

Or you may embed the article into the email, so it becomes the body of the email.

If email is not available, please send on a **floppy disk** to: ***The Mother's Heart*** Magazine, PO Box 275, Tobaccoville, NC 27050. We do not accept print submissions, unless they can be sent via email.

Please put a heading on each submission:

Your Name (Dew Rite)
Your email address (DewRite@YourService.com)
Title of document ("My Article Title")
Targeted Month to print (February 09)
Wordcount (1250)

- **Titles and Call Outs**

Please **title** the article, and give us several title options.

The editors reserve the right to change the title.

Please copy or add call outs (or pull quotes) at the end of the article.

Call outs are the ideas which encapsulate your article. Find the sentences which have great impact and Pow-Power! and copy those at the end of the article.

- **Bio or Biography**

A bio is 2-3 sentences (up to 30 words) about yourself, family, children, homeschool experience, related business, website URL, etc. No personal blogs, please.

- **Magazine Article Writing - The Business Side**

For more information on the practical and business side of writing, we make available Kym's 6-CD series on "Magazine Article Writing." It covers the basics, the business, the things you need to know, along with the how-to's of getting published. You can visit the website for more information:

http://kymwright.com/magazine_article_writing.htm

- **Rights**

We accept First Rights, which means the article has not been printed anywhere before – in a magazine, newsletter, newspaper, or other publication, nor in an email, on a website, or to an e-loop.

If you are sending a simultaneous submission (sending one article to editors of two or more different publications), please let us know. If accepted by us, we request a 3-4 month lead time *after* your article is published in our magazine before it is printed elsewhere.

We prefer a fresh word, not reprints of previously published articles. Our policy is not to pay for reprints. Any article published in ***The Mother's Heart Magazine***, published anywhere else afterwards, you agree to put "Originally published in ***The Mother's Heart Magazine***, www.The-Mothers-Heart.com, _____ issue" at the end of the article. Also, please send us notice of its republication.

- **Permission to Print**

Please attach a "**Permission to Print**" with your signature. (See last page.)

This can be sent as an email attachment (print, sign and scan it, then make it into a PDF file and send it to us at emails previously provided). Or it can be mailed to us via snail mail to:

The Mother's Heart Magazine, PO Box 275, Tobaccoville, NC 27050

This permission is also your agreement for us to put the article on any of our websites, send it out in an email, or use it in advertising, in a book, reprint it in another issue, or use it other ways, with full credit given to you.

- **Bible Quotes**

When using **Bible quotations** please indicate the version you use for reference. You are not limited to the King James Version or any other version.

- **Photograph Submission Information**

We like for you to submit photographs with your articles.

We love professional quality action shots, with clear focus and not homemade looking. Photographs of you speaking, at the table with your family, walking, working, or other active photos are wonderful.

We like professional. Digital cameras are great for getting professional results.

Make sure the photographs are copyright free, and that we have permission to use the photo of each person in the picture.

Additionally, if you do not have a personal photo you can include, please visit:

www.iStockphoto.com or **www.shutterstock.com**

and choose a photo which goes with your article. *Do not pay for the picture(s)*. When you submit your

article, please include the photo number in your email and if we decide to use it, we will pay for permission for its use.

Please send the names of each person in the photograph, and a caption telling “who, what, when, where, how, and why.” (For example: “Our local homeschool teen group sells Christmas chocolates to raise funds for their missions trip.”)

If you have photographs to go with your article, please send them to us by email, scanned at 300 dpi. If you would rather snail-mail us the photo, please mail it with your name, the article title, and issue number on the back.

If you would like a mailed photo returned, please include an SASE (self-addressed, stamped envelope) with enough postage to cover the cost of return mailing.

If emailing a picture, please send the photograph to us in any of the following formats:

PSD JPG GIF TIF PDF EPS

Or the image may be contained in files from the following programs:

Word	PageMaker 6.5 or newer	Image file (scanned or saved)
Photoshop	Acrobat	

● Ad Information

Dimensions:

3 - 5/8” wide by 3 - 1/8” high
Color
Camera-ready
300 dpi

May send in these formats:

Email attachment or on disk, in order of preference:

PSD JPG GIF TIF PDF EPS

The image may be contained in files from the following programs:

Word	PageMaker 6.5 or newer	Image file (scanned or saved)
Photoshop	Acrobat	

If you have any questions, please contact Mark Wright at:

Mark@TMHMag.com

● **Reimbursement:** we either pay you a fee of \$10 - \$75 for the use of your article, or we will exchange one article for an eighth-page (1/8) ad for you or your product(s). We will also include a 30-word bio, with a website address.

ARTICLE & ADVERTISING DEADLINES

The following are the article deadlines for the magazine. Please note that articles and ads are due the first (1st) of the month, six (6) months before publication.

If you can't make a deadline, please contact us and we will try to work with you.

Thank you so much for your help and cooperation!
Mark & Kym Wright, *The Mother's Heart* magazine

Article & Advertising Deadlines

<u>Publication Issue</u>	<u>Deadline</u>
2016	
January/February 2016	Past
March/April 2016	Past
May/June 2016	Past
July/August 2016	Past due
September/October 2016	Immediately
November/December 2016	Immediately
2017	
January/February 2017	July 1, 2016
March/April 2017	September 1, 2016
May/June 2017	November 1, 2016
July/August 2017	January 1, 2017
September/October 2017	March 1, 2017
November/December 2017	May 1, 2017
2018	
January/February 2018	July 1, 2017
March/April 2018	September 1, 2017
May/June 2018	November 1, 2017
July/August 2018	January 1, 2018
September/October 2018	March 1, 2018
November/December 2018	May 1, 2018
2019	
January/February 2019	July 1, 2018
March/April 2019	September 1, 2018
May/June 2019	November 1, 2018
July/August 2019	January 1, 2019
September/October 2019	March 1, 2019
November/December 2019	May 1, 2019

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Permission to Print

in

The Mother's Heart Magazine

Please copy this portion and mail to: *The Mother's Heart Magazine*, PO Box 275, Tobaccoville, NC 27050. Or fax or email it to us.

I, _____ [your name, printed], give permission to ***The Mother's***

Heart Magazine to publish my article tentatively titled

_____ [title], along with

putting it on any of their websites, used in email, advertising or other ways, and/or submitted to online Christian websites for further ministry and advertising use, with full credit given to the author.

The targeted printing issue is # _____, with the target publishing month being _____ (month).

Please check:

_____ It is an original piece (written by you) and has not been printed anywhere else.

_____ It is not presently submitted to any other publication.

Signed: _____ [signature] Date: _____

This permission form must be sent to us with each new article.