



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:

Kym@TMHMag.com or Editor@TMHMag.com

- **Spell Check**

Please run the article through **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 *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 excla-

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: Editor@TMHMag.com or Kym@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.

Please put a heading on each submission:

Your Name (Dew Rite)
Your email address (DewRite@YourService.com)
Title of document ("MyArticle 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, familychildren, 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 "MagazineArticle 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 ~~it~~ 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 Kym@TMHMag.com or Editor@TMHMag.com). 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.

- **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

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 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

Article & Advertising Deadlines

<u>Publication Issue</u>	<u>Deadline</u>
<u>2014</u>	
January/February 2014	July 1, 2013
March/April 2014	September 1, 2013
May/June 2014	November 1, 2013
July/August 2014	January 1, 2014
September/October 2014	March 1, 2014
November/December 2014	May 1, 2014
<u>2015</u>	
January/February 2015	July 1, 2014
March/April 2015	September 1, 2014
May/June 2015	November 1, 2014
July/August 2015	January 1, 2015
September/October 2015	March 1, 2015
November/December 2015	May 1, 2015
<u>2016</u>	
January/February 2016	July 1, 2015
March/April 2016	September 1, 2015
May/June 2016	November 1, 2015
July/August 2016	January 1, 2016
September/October 2016	March 1, 2016
November/December 2016	May 1, 2016

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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.