



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 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 500-1000 words for short articles, 1000-2000 words for feature articles. Please check with the editor for length options:

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**

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

Word Documents or PageMaker files preferred.

Attach the file to your email.

E-mail to: Editor@TMHMag.com

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

If e-mail is not available, please send on a **floppy disk** to: The Mother's Heart Magazine, PO Box 81124, Conyers, Ga 30013.

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 08)
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.

- **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.

We prefer a fresh word, not reprints of previously published articles.

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 by fax (770-860-1314 fax) or as an email attachment (print, sign and scan it, and make it into a PDF file and send it to us at Editor@TMHMag.com). Or it can be mailed to us via snail mail to:

The Mother's Heart Magazine, PO Box 81124, Conyers, Ga 30013

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 or 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 actions shots, with clear focus and not homemade looking. Photographs of you speaking, at the table with your family, walking, working, or other action shots 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.

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 will exchange one article for an ad for your products. We will also include a 30-word bio, with an email or website address.

ARTICLE & ADVERTISING DEADLINES

The following are the article deadlines for the magazine. Please note that articles and ads are due the fifteenth (15th) of the month, four (4) months before publication.

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

Thank you so much for your cooperation!
Mark & Kym Wright

Article & Advertising Deadlines

Publication Issue	Deadline
May/June 2007	January 15, 2007
July/August 2007	March 15, 2007
September/October 2007	May 15, 2007
November/December 2007	July 15, 2007
January/February 2008	September 15, 2007
March/April 2008	November 15, 2007
May/June 2008	January 15, 2008
July/August 2008	March 15, 2008
September/October 2008	May 15, 2008
November/December 2008	July 15, 2008
January/February 2009	September 15, 2008
March/April 2009	November 15, 2008
May/June 2009	January 15, 2009
July/August 2009	March 15, 2009
September/October 2009	May 15, 2009
November/December 2009	July 15, 2009

The *Mother's Heart* Magazine

Permission to Print

in

The Mother's Heart Magazine

Please copy this portion and mail to: *The Mother's Heart Magazine*, PO Box 81124, Conyers, GA 30013. 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.