

## GUIDE FOR CONTRIBUTORS

*THE CONGREGATIONALIST* is a journal of ideas, a storehouse of practical advice for churches, a repository of Congregational history and tradition, the house organ of the National Association of Congregational Christian Churches, and a beacon light of the Congregational Way—all in just 32-40 pages, four times a year.

*THE CONGREGATIONALIST* is edited for its readers. We rely on our readers to suggest topics and particular authors who ought to address those topics. The editor welcomes all suggestions.

If you wish to be a contributor, here are some things you should know:

1. Space is limited. Write briefly and to the point.
2. Be familiar with the magazine and the kinds of materials we normally print. This is your best guide to the kinds of materials we are likely to print in the near future.
3. There are two main categories of contributions: News briefs and features.

### News Briefs

For news briefs, just get the information to the editor in a timely way, by the most convenient means. Make sure you include contact information and if at all possible, **one or more good photos**. Photos are so important that it's hard for us to run a story without them. See "Guidelines for Photos" below.

News briefs should be items of *more than purely local interest*, such as:

- New church plantings.
- Important anniversaries of churches or of the ordination of long-serving ministers.
- Callings of ministers to new pulpits.
- Major regional or national conferences, publications, or other events.
- Unusual undertakings or adventures by a local church.

Only items significant to our national readership are published. The editor's decision is final.

### Features

A feature article should involve a considerable investment of your time and effort; wisdom counsels querying the editor before making that investment. By letter, e-mail, or telephone, pitch your idea to the editor. Tell briefly what the piece would be about, from what angle you would treat it, and why it is important to our readers. Also, tell about yourself—who you are, where you're from, and how you relate to the article's subject matter. We will respond promptly with a green, red, or yellow light—plus the approach desired and number of words.

As its name implies, *THE CONGREGATIONALIST* is interested in pieces on specifically *Congregational* topics, not on "generic" Christian themes. We're not looking for pieces extolling missionary activity in the abstract, but we'd be receptive to good factual articles on Congregational missions past or

present. Love and forgiveness are favorite Christian topics, but we want articles on how love and forgiveness are manifested in and through a locally autonomous, covenanted body of Christian believers. A historic treatment of the thoughts of Augustine or Luther would rate a “pass” — but you could hit a home run by delineating (with force, clarity, and authority) the ways in which Luther’s or Calvin’s theology is reflected in the life and work of John Robinson or Washington Gladden. How to run a good meeting is a common topic of articles in many publications; but how to conduct a proper and fruitful congregational meeting or vicinage council would only see the light of day in one publication—ours. As with news briefs, the editor’s decision is final.

**CONTRIBUTOR’S THUMBNAIL**—Please submit, with your feature, a “thumbnail bio” in approximately 50 words, for the bottom of your article, telling readers who you are and what you’ve been up to; and along with it, a good “head shot” photo of yourself, at least 600 x 900 pixels. *See the feature articles in any issue of THE CONGREGATIONALIST for examples.*

### **Guidelines for Text**

The preferred format is a Microsoft Word document. Do not use manually inserted indents or spaces between paragraphs. If you need to see indents, or space between paragraphs, in your copy, learn how to put them there with global paragraph formatting in Word, which the editor can remove quickly and easily.

Use good grammar and check your spelling. Write in the active voice, with strong verbs and a control over your modifiers.

*THE CONGREGATIONALIST* uses *The Associated Press Stylebook* and *The Elements of Style*, by Strunk and White, as general authorities on style, with some departures therefrom.

### **Guidelines for Photos**

Photos must be sharp and in focus. Set your camera’s resolution and compression controls to their best quality settings, even though this allows you to store fewer pictures on your card.

We want photos of one, two, or three people doing something recognizable that relates directly to the story (e.g., volunteers packing food bags for the poor). Such illustrative photos are more prized than large group photos where everybody is simply smiling at the camera.

If you want to see your photo on the cover of *THE CONGREGATIONALIST*, make it a vertical format with great composition and compelling, emblematic subject matter.

Send the JPEG, TIFF or RAW file—exactly as it came out of your camera—without any intervening Photoshop work. If you must send a print, negative, or transparency, check with the editor first, to make sure that we can use it, that we know it’s coming, and that we have a plan to return it to you.

Make sure that with each photo, you send caption information completely identifying all recognizable people in the photo (spell names correctly, please!), saying where and when the photo was shot, and giving all needed information about what the people were doing.

### **Thank You**

*THE CONGREGATIONALIST* depends on the active interest and participation of its readers to make it the best magazine it can be. We look forward to hearing from you!