

1 Who We Are

Our Purpose: To glorify God, edify Christians and spread the gospel through quality, biblically sound publications

2 Magazines

The *Gospel Advocate* was first published in 1855. This scholarly journal, which is published monthly, strives to encourage readers to search the Scriptures for truths relating to church and world issues. Because emphasis is placed on applications of the Scriptures, *Gospel Advocate* has a varied audience that ranges from preachers to college professors to church leaders to homemakers to Bible school teachers.

In-depth articles about doctrinal issues, counseling, evangelism and being a Christian in today's world appeal to our readers. Authors should strive to keep pace with today's world and remain true to the Word.



Christian Woman, published bimonthly, reaches Christian women across the United States and around the world. Articles target women in all facets of life and at all levels of spiritual maturity. An eight-lesson Bible study for class or personal use is included in each issue. Generally, *Christian Woman* articles should give readers practical ways to improve their spiritual lives, relationships or personal lives.

Articles cover a wide range of subjects including spiritual growth; marriage and motherhood; being single or single again; crafts, cooking and home improvement; and careers and relevant social issues. Articles should apply to as many different categories of women as possible.



3 Books

Gospel Advocate publishes primarily Bible study books intended for classroom or personal study, including ladies books, teen books and general studies. We do not publish fiction or poetry.

4 Proofreading

Proofread your submission for correct grammar, style and punctuation. Also read for flow, unity of thought and accuracy. Keep a clear focus for the article, and be a stickler for details. After you finish proofreading, have a friend proofread it too. Ask yourself these questions as you reread your submission:

- Will my introduction make readers want to know more?
- Is the body copy strong? Does it answer any questions raised in the introduction?
- Does my article answer the five W's and the H (who, what, when, where, why and how)?
- Does my conclusion bring the article to a logical close?
- Have I left readers with something to think about or a way to improve?
- Will readers grow spiritually, emotionally or intellectually as a result of my article?

5 Recommended Resources

The Associated Press Stylebook and Briefing on Media Law.

Hodges Harbrace Handbook, 17th edition

Webster's New World College Dictionary, Fourth Edition.

Thesaurus

6 Questions?

Any questions may be directed to the editorial staff through the contact information listed on the front of this brochure.



WRITER'S GUIDELINES



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7 Generally Speaking

- Aim for about 800 words for a short article and 2,000 words for a long article. Most articles are 1,200 to 1,400.
- Short, informative sidebars (500 words or fewer) are popular in publications. Sidebars usually contain information that complements and supports a longer article.
- Provide a list of additional resource materials to help the reader study further about your subject.
- Indicate a few sentences that could be used as pull quotes in larger type to help illustrate your article.
- Make sure transitions between paragraphs are smooth.
- Avoid unnecessary underlining or capitalizing for emphasis.
- Capitalize pronouns that refer to deity.
- Write in the active voice when possible.
- Brevity is your friend. Write clear, concise sentences, and when you proofread your article, remove any clutter.
- Avoid clichés, superfluous words and repetitive phrases.
- Write to encourage, not disparage. Focus more on the solution than the problem. Try to keep the tone of your article positive even if your subject matter is negative.
- Avoid generalizations, sarcasm, name-calling and criticism of particular persons or groups. *Ad hominem* attacks are ineffective. Appeal to reason, and speak the truth in love.
- Titles should catch the attention of the reader. Try to send several title ideas.
- Avoid presenting your opinion as fact. Do not make assertions you cannot prove.

8 Documentation

Quotations must be rendered verbatim. If you are quoting from a written document, use the exact punctuation and capitalization as the original.

If you leave out part of a quote, indicate this with an ellipsis (...). However, ellipses are unnecessary at the beginning and end of quotations.

If you must alter a letter or word, indicate the change with brackets (e.g. “[T]houghts of peace”).

Always provide the source of a quote. If the speaker will be unfamiliar to readers, give a brief description of the person. (Mary Contrary, owner of the Blossom Shop in Nashville, Tenn., said, “My garden grows”)

Use scriptures generously, but double-check your references. Note which translation you are using on the first reference and then if you change translations. Adhere to the capitalization, punctuation and spelling of the translation. “For I know the thoughts that I think toward you, says the Lord, thoughts of peace and not of evil, to give you a future and a hope” (Jeremiah 29:11 NKJV). Books of the Bible should be spelled out.

Facts and statistics must be accurate and verifiable. Please send a photocopy of any source material with your article. When documenting sources, try to place most of the information within the text before the quotation. Follow these two examples for documentation:

(1) In Guy N. Woods’ *Commentary on James*, he states, “The chief aim of the writer was to encourage those to whom he wrote to endure patiently their trials” (Gospel Advocate Company, Nashville, 1985; 19).

(2) Defining ourselves can be difficult, but Julie Smith’s article “The Warmth of His Peace” helps keep things in perspective: “When we define ourselves by our love for Christ, we become complete” (*Christian Woman*, J/A 1995; 57).

9 Submitting Your Materials

Keep a copy of your article. Submissions cannot be returned and may not be acknowledged unless accepted for publication.

If sent by mail, articles must be typed on 8½” x 11” paper and double-spaced with 1½” margins. Materials may also be sent by CD or email. Please identify what software was used.

We reserve the right to edit submissions for clarity, grammar, appropriateness, length, legal implications, etc. If possible, mail or email your materials directly to the editor to whom you wish to submit them:

Christian Woman

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Author Information

Complete this form to include with any manuscripts you send.

Subject of article _____

Suggested titles _____

Author’s name _____

Mailing address _____

Email address _____

Home phone _____ Cell phone _____

Age (optional) _____ Place of birth _____

Education (including major areas of study) _____

Qualifications for topic _____

Occupation _____

Home congregation _____

Responsibilities in congregation _____

Spouse’s name _____ Member? _____

Spouse’s responsibilities in congregation _____

Spouse’s occupation _____

Number of children (boys) _____ (girls) _____ Age range _____

Interesting hobbies, awards, books written, etc. _____

I am submitting this material for

Christian Woman Gospel Advocate Book publishing

Email materials directly to the editor you wish to submit your manuscript to or mail them to:

Gospel Advocate Company
1006 Elm Hill Pike, Nashville, TN 37210

Questions? Email gaeditorial@gospeladvocate.com