

# Editorial Guidelines for Submitting To Masterpiece

These editorial guidelines are designed to help you understand our article submission process. Before you submit, we would appreciate if you would please read this page first.

**STUDY THE MAGAZINE.** In order to submit query letters and articles to Masterpiece, writers must know the magazine well. You must study the magazine thoroughly, classifying the articles and analyzing them to discover the elements we typically use. You must catch our vision and get a sense of our readers' interests.

**ARTICLES/FREELANCERS.** We are always willing to accept articles from freelancers. You should avoid sending teaching articles, interviews, issue-oriented pieces or news analyses; these always originate with the editors. We do not publish sermons or fiction.

- a. Must be an original article that you wrote. If you work for an author as an employee or contractor and are submitting the article, please submit the article as if it was from the original author including his or her email address and name.
- b. Must be informative and share your unique expertise. Include tips, strategies, techniques, case-studies, analysis, opinions and commentary in your articles.
- c. Must not be a press release, advertisement, sales letter, promotional copy, or self-promotion or hype.
- d. Must have proper English, spelling, grammar, punctuation, capitalization and sentence structure. While we know there is a variation in what is considered "proper English," we ask that you at least be consistent within your article. Your article must also be proofed and double checked for accuracy.
- e. Must not contain: pornography/adult material, hate or violence-oriented, suggest racial intolerance, advocate against any individual or group, have insulting, obscene, degrading tone, or contain profanity.
- f. Must not contain information on: Hacking/cracking content, bomb creation, support for terrorism/ radicalism/ religious fanaticism, illicit drugs or drug paraphernalia, steroid use or advocacy, weapons/firearms use, or the promotion of hard alcohol/tobacco-related products or prescription drugs.
- g. Must not contain any content that is a violation of any law, be considered defamatory, libelous, or infringes on the legal rights of others.

**COVER STORY PROFILES.** The focus of our magazine is to profile remarkable individuals that inspire and empower others from their unique experiences and accomplishments. Our readers want to be able to relate to their story. We are not looking for a biographical sketch, but "slices of life" that focus on their trials and how they overcame them working towards God's perfect masterpiece so that our readers will be able to walk away from the article with a sense of inspiration or feeling empowered with some advice that may relate to their current situation. Stories should include conflict or challenge, resolution, change and consequences.

**TREND ARTICLES** that discern changes or new directions among Christians or that would be of interest or importance to Christians. Trend pieces must show evidence of exhaustive

research. They should be written in a journalistic style and illustrated with anecdotes, facts and quotes from authorities.

**NEWS STORIES.** We welcome brief (200 to 800 words) and timely stories about people who recently have done something worthy of note or about events that would be of interest to our readers. Articles must be written in journalistic style and with punch. Facts and quotes must be accurate.

**PROCEDURE.** Article submissions should follow the guidelines below and be submitted to [Editorial@MasterpieceEnt.com](mailto:Editorial@MasterpieceEnt.com). If your article is chosen to be published, you will be contacted by our staff.

## ARTICLE FORMAT

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### 1. General Formatting:

- a. Font type: Arial
- b. Font size: 10pt
- c. Margins: 1" top, 1" bottom, 1" left, 1" right
- d. In the top left corner of the article, please include: Authors Name, Contact Information, and the Department name you are submitting for.

### 2. Article Title:

- a. Your Title must be in upper and lower case letters with the first letter of each major word capitalized.
- b. It is not required that you capitalize common words such as "a" - "the" - "to" - "for" etc, we accept these either way.
- c. Do not put quotes around your title.
- d. Do not end your title with a period.
- e. Use standard quotes/apostrophes/double dashes/or 3 periods in a row.
- f. Refrain from excessive repetitive punctuation in your title. One exclamation "!" or question mark "?" is enough to make a point.
- g. If you are an author, please include your Author Name, website, and latest book title you are promoting at the end of the article.
- h. A minimum of two words is required for article title.
- i. We do not accept articles that use slang terms or profanity.
- j. If quoting a scripture in your article, you must include full scripture as well as the reference (Book, Chapter, Verse, Version).
- k. Simple punctuation rules: One or two spaces after each period, colon, or semi-colon; Periods should be inside of quotes; When doing "... " -- you should use only 3 dots minimum and maximum; When using dashes, use two in a row, ex: "--"; There is never a space BEFORE a period or BEFORE a comma.

### 3. Author Name:

- a. Your full author name must include your first and last name as the author of the article.
- b. Your author name must have a First name and a Last name.
- c. We do allow "First name - Last initial" or "First initial - Last Name."
- d. Your First and Last name must begin with a Capital Letter.

**4. Article Body:**

- a. Please reference chart below for department word count.
- b. Your title and author name must be at the bottom of the article body.
- c. Copyrights must be at the bottom of your article.
- d. If you include a Reprint Rights statement in your article, it must be at the bottom of your article.
- e. Do not sell yourself in the ARTICLE BODY by including your URL or product pitch or self-promotion. It will be deleted.
- f. Your article body MUST deliver on what is stated in the title.
- g. Your article MUST be single spaced, MUST use appropriate paragraph breaks, and MUST use correct formatting for bulleted or numbered lists.
- h. We do not allow links to websites that are under construction. Websites must be active and have content in order for you to link to them from your article.

**5. Department:**

- a. Please choose the best department based on the theme of your article and not the theme of your business.
- b. Include the department title in the Subject header of your email.

**6. Writer's Credits**

- a. Please include your name, website address if any, and a maximum of a 2 sentence description. Please reference prior published articles for examples.