



## Writer Fact Sheet

First of all, thank you for considering writing for us!

We, of course, will accept any submissions. However, themes/topics that we have already chosen for our enews editions would be the best to write on. So, let's go over the steps to submitting an article with us.

**1<sup>st</sup>** Click into the link on the home page of the CMA website (bottom of the CMA News box) where you can submit your information so we can contact you about writing.

**2<sup>nd</sup>** Look for someone from our office to email you to both suggest some upcoming topics & dates you might be interested in writing on and to retrieve further information from you.

- A signed copy of the attached writer agreement
- \*A JPG picture of yourself
- \*A 100-200 word biography
- \*Any links you would like to have placed at the bottom of your article (optional)

(\*if you have previously submitted this info and it is still correct, you will not need to resubmit it)

**3<sup>rd</sup>** Once we have settled on a date and topic, we will give you a due date for the article. Please submit it as soon as possible. Even if that due date is months away, we encourage you to go ahead and send the article in at your earliest convenience so we can have it in our cue. We will contact you regularly to remind you.

**4<sup>th</sup>** Write!

For consistency and for ease of reading, please keep these word limits in mind as you write:

- Theme Article 300 – 500 Words
- Book Review 250 Words or Less

**5<sup>th</sup>** Submit your article or review either to the person who has contacted you in our office or to [4kids@ag.org](mailto:4kids@ag.org).

**Please NOTE:** Before we can post your article we must have all the above pieces prior to the given due dates.

Again, thanks for even considering this task. If you have any questions or concerns, please don't hesitate to contact us.

*Children's Ministries Agency*

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**article submission**

**Author Name:** \_\_\_\_\_

**Article Title:** ] \_\_\_\_\_

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Check all of the following that apply:

\_\_\_\_\_ material previously unpublished

\_\_\_\_\_ material previously published (please list publication(s))

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Address:* \_\_\_\_\_  
\_\_\_\_\_

Biographical Information (when we have this we will be able to use your article):

The church you attend/work at: \_\_\_\_\_

Your ministry there: \_\_\_\_\_

Send a jpg picture of yourself

Send a 100-200 word biography

List any links to websites, blogs, facebook, twitter info, etc. that you would like to have included. (please note: we will include this information based on our discretion)