



WRITER'S GUIDELINES

Thank you for your interest in writing for LWML. The Christian Resources Editors Committee is always searching for original material to offer on the "Program Helps" page of the LWML website. The material is now easily accessible and free for download on the website. We hope you will find the following information helpful when preparing and submitting your work.

Have you, or someone you know, written any original devotions, Bible studies, or sketches? What about such things as programs, retreats, litanies, or workshops, etc.? If the answer is "yes," please submit them!

What is needed?

Resources for all occasions and various topics are desired. This includes but is not limited to, holidays; celebrations such as baptisms, birthdays, and anniversaries; seasonal such as Lent and Advent; specialized ministries, including, but not limited to, family life, social issues, singles, parenting, working women, aging, divorce; technology; attributes, such as compassion, love, kindness; friendship; topics that will strengthen our faith and share the Gospel with others; and many, many more.

Keep in mind that materials should have a timely, up-to-date message. All materials should contain **both** the Law and the Gospel messages.

The Law:

- teaches us what we are to do and not to do;
- shows us our sin and the wrath of God;
- must be proclaimed to all people, but especially to impenitent sinners.

The Gospel:

- teaches what God has done, and still does for our salvation;
- shows us our Savior and the grace of God;
- must be proclaimed to sinners who are troubled in their minds because of their sins.

(Luther's Small Catechism with Explanation, Question 85, Concordia Publishing House, ©1991, p. 101.)

In order to present the Law and the Gospel properly in any resource, avoid phrases that begin with "we should," "we must," "we need to," or "we have to." These phrases put the focus on us rather than on God's grace working in us through faith in Jesus Christ. Instead, use phrases such as, "By the power of the Holy Spirit we are ..." or "By God's grace, we are empowered to or we are able to ..."

What is appropriate material?

Please consider these questions to evaluate your resource material before submission:

- Is God's love and grace for us through Jesus clearly proclaimed? Is it faithful to Scripture and are passages contextual?
- Will those who hear/see this program leave with the feeling their time was well spent?
- What is the initial impact? Does it inspire to action? Does it teach, stimulate, or entertain?
- Is the purpose timely? Is it a topic that needs to be heard or explored?
- Does it appeal to a wider audience or is it limited to certain groups? Is it in good taste?

- Is it adaptable to various group sizes? Is it conversational and easy to present? Are visuals readily available or simple to construct?
- Has the resource been reviewed by your pastor, or your zone or district pastoral counselor?

What are some guidelines for format?

Style	Present ideas in a clear and logical progression of thought. Use correct punctuation, spelling, and grammar. Avoid using first-person singular (“I”) when writing devotions. Include a prayer at the end of all devotions. Prayers should be written using “we” and “us,” not “I” and “me.” Follow the LWML Style Sheet. (Available at www.lwml.org/program-helps)
Scripture	Correctly identify all passages. Write out Bible references where possible (i.e. Corinthians, not Cor.). Quote each verse word for word. Identify all translations used, ESV preferred.
Editorial	Font: Arial 11 Use only one space at the end of punctuation. Allow double space between paragraphs. Do not indent paragraphs.
Music	Identify source if hymns or songs are quoted.
Quotes	Always identify author and source so proper credit may be given for all quotes and facts from other sources. Include URL and date accessed, if from the Internet.
Sample	See next page. Note: Examples of LWML devotions, Bible studies, sketches, etc. are available online at www.lwml.org/program-helps .

What is the review process?

All submissions received will go through an extensive review process that includes the Christian Resources Editors Committee, an LWML Pastoral Counselor, and LCMS Doctrinal Review. During this process, suggestions or clarifications of material may be forwarded to the author.

All resources must be consistent with God’s Word, as well as the doctrinal stance and theological teachings of The Lutheran Church—Missouri Synod.

How do I submit materials?

Please submit manuscripts by email only. Send a clear, clean copy in Word format to: depcl@lwml.org. If you do not have access to a computer, we encourage you to request assistance from your church office.

Thank you again for your interest in the work and mission of LWML. May God bless you as you serve Him by sharing your talents with others through the LWML.

Christian Resources Editors Committee
Revised November 2016

Title (Sample Page)

Indicate Devotion, Bible Study, or whatever

Body of text starts here

Use the following at the beginning, if appropriate:

[Please provide: musical accompaniment, hymnals, and Bibles for attendees.]

Margins – 1.25" on left, 1" on top, bottom, and right

Font – 2015-2017 biennium – Body is Arial 11

Single spaced, blank line between paragraphs

No indentation at paragraph beginning

One space between sentences.

CRE Committee will put LWML logo in upper left-hand corner of first page

End of piece citation – see bottom of this page

Prayer:

Title

Written by author, city, state

Published by Lutheran Women's Missionary League, 20 ____