

## Writing for *The Lutheran Woman's Quarterly*

LUTHERAN WOMAN'S

# QUARTERLY

### Writer's Guidelines

As the official publication of the Lutheran Women's Missionary League (LWML), the *Lutheran Woman's Quarterly* (LWQ) magazine seeks articles that address contemporary issues from a biblical perspective and demonstrate how women put their Christian faith into action. LWQ is a magazine for Christian women of all ages with the purpose of "Knowing Christ & Making Him Known."

#### Submission Considerations

- The content of the magazine must be in agreement with teachings of The Lutheran Church—Missouri Synod. All submitted articles are subject to editorial and LCMS doctrinal review.
- We operate with a volunteer staff. Therefore, we are not able to pay authors for their submissions. We do offer a free copy of issues where their work appears.
- All items submitted are subject to editing by LWQ staff and doctrinal review.
- Please use LWML or LCMS style sheets for articles. Available as free downloads at [LWML Style Guide](#) and [LCMS Stylebook](#).

#### Themes

Themes for each issue are selected in advance of publication. Announcement of the theme can be found in issues prior to deadlines. If needed, contact your district LWML President for a list of upcoming themes.

#### Deadlines

Submissions prior to the deadlines are always appreciated.

Winter issue – July 1

Spring issue – October 1

Summer issue – January 1

Fall issue – April 1

Send submissions by email to the LWQ Editor-in-Chief at [editor@lwml.org](mailto:editor@lwml.org).

(Please note the separate deadlines and submission email for news articles in the News section at the end of this document.)

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### General Guidelines

- Photos
  - If photos are required for the item submitted, please send them in a separate file. Do not embed them in a Word document.
  - Please include photos, when appropriate (Feature, Missions, and New articles). Other items may have them (author's discretion).
  - By submitting photos, permission is granted to *LWQ* for publication.
  - Photos should be high-resolution, digital photos. The preferred format is jpeg (.jpg).
- Authors
  - Any authored article, Bible study or devotion should include a two – three sentence biography.
  - Ideas for any section of *LWQ* are acceptable. If the submitter of the idea does not wish to author the piece, one of the *LWQ* staff will assist.
- Word Count
  - Suggested word counts are listed below. Please follow those word counts. Items which exceed these counts will not fit into the magazine's format and will be edited.
- Submissions
  - All items should be submitted in a double-spaced Word document, not a PDF.
- Editing
  - Because of the limited timeframe for compiling and editing each issue (three months), all edits to any submission are made by the *LWQ* staff.

### Features

- These stories and articles often include first-person accounts of God's provision and peace in daily situations. Although features may cover serious topics, they should be positive and reflect the power and love of the Lord.
- Features are usually one to three magazine pages in length (500–1500 words).
- Interviews, researched subjects, and humorous pieces may also be submitted.
- Applicable Bible verses or hymn verses are appreciated for these articles.
- Photos, when appropriate, are needed for features articles.

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### Bible Study

Each *LWQ* Bible study should help readers dig into God's Word and discover scriptural truths which can be applied to living life. Although an author may choose the format of the study, the study should challenge the participant. The format should enable anyone who has worked through the study individually to be able to lead others through it as well. Each study should be accompanied by a Leader Guide (containing the written Bible verses used and answers/possible answers to the questions asked in the study).

Please select an opening activity for the Bible study. This may include a poem, paraphrased psalm, quotation, hymn/song, or community-building activity. Follow this with a brief opening prayer. Conclude the Bible study with a brief closing activity or prayer.

#### What to Include:

- A few factual questions based on the Scriptures (i.e., "What does Philippians 4:6–7 encourage Christians to do instead of worrying?")
- Open-ended questions to help readers delve into the meaning (i.e., "Why do you think Paul reminds us to include thanksgiving in our prayers?")
- Application questions (i.e., "Think of a time in your life when you were very concerned about something. How did you react? How did God provide help?")
- A Leader Guide will be posted at *lwml.org* for each published study. This guide should be included with the submitted study.

#### Things to Remember

- Ask the Holy Spirit to guide you as you write and to use the study to help others draw closer to Jesus Christ. Pray before, during, and after writing.
- Use a variety of questions so readers at various levels of spiritual growth can understand them. Avoid rhetorical questions and those with "pat" answers. For the sake of discussion, avoid questions that can be answered by a simple "yes" or "no." Provide interesting facts and pertinent background information that allow the readers to discover from Scripture the point you are trying to make.
- Focus on a few passages related to the topic. You cannot cover a subject exhaustively in this short format, so seek to communicate nuggets of biblical truth on the topic.
- **Bible Studies are one, one and one-half, or two pages:** (500, 750, or 1000 words).
- Aim for a study that can be completed in 30-45 minutes.

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### Devotions

- Devotions should follow the theme for an issue or a season of the church year (Christmas, Easter, etc.).
- Although a devotion may cover serious topics, it should be positive and reflect the power and love of the Lord.
- Include at least one Bible verse in your devotion.
- Devotions are one-half – one page in length (250-600 words).
- Although photos are not necessary, they may accompany a devotion.

### Mission Articles

- Articles should relate to a current or former LWML mission grant.
- A grant feature may be an LWML grant or district grant (please name the district).
- Include the year(s) in which the mission grant was funded.
- Word count should not exceed 500 words.
- At least one photo is requested for this article.

### News Submissions

- Submit articles of news and ideas from within your district.
- Include the name of your group, church, and district.
- Include the name of the contact person.
- Photos are desired for News articles.
- Include innovative project/service ideas, creative suggestions for group meetings, etc.
- Keep the word count between 50 to 200 words.
- Deadlines (Submissions prior to the deadlines are always appreciated.)
  - Winter issue – August 15
  - Spring issue – November 15
  - Summer issue – February 15
  - Fall issue – May 15
- Submit news to: [newseditor@lwml.org](mailto:newseditor@lwml.org).