



## 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.

### **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 this 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. Follow LWML Style Sheet. (Available at <a href="http://www.lwml.org/program-helps">www.lwml.org/program-helps</a> ) (An updated, 2015 one will be available in late Fall 2015.)
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, 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.

Note: Sample program helps are available online at [www.lwml.org/program-helps](http://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 clarification 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](mailto: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  
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