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ARISE, Writers' Guide 2020

Impacting lives with relevant and up-to-date information on spiritual, emotional and physical wellbeing rooted in an ethos of well-defined objectives.



Everyone a faithful disciple of Christ

Submission Deadline: Sunday, 1st March 2020
Email Contributions to: arise@ofnc.org.uk

Theme

“Intimacy – The Knowledge of the Holy”

- Psalm 9:10

The Arise Editorial Team is excited to launch the planning phase for the next Arise magazine, which will go to print in July 2020. We encourage you to put pen to paper and make your voice heard. As a guide to all prospective writers, we have assembled these guidelines for writers old and new.

This year's theme is found in Psalm 9:10, “Those who know your name trust in you, for you, LORD, have never forsaken those who seek you.” Please tailor contributions to the theme, which is ‘Intimacy – The Knowledge of the Holy’. Suggestions of writing ideas might revolve around how knowledge leads to intimacy; knowing the holy nature of God; how can we grow in our relationship with Him; how we can develop intimacy with God; how we can live holy lives and what that means in today's world; and how intimacy with God impacts our daily lives.

Word Limits

1. Articles (Scholarly/Spiritual) – 800 words
2. Poems – 800 words
3. Music or book reviews – 600 words
4. Notes/Sermon Transcripts/Testimonies – 500 words
5. Social Commentaries – 500 words
6. Recipes – 200 words
7. Jokes – 50 words
8. Event listings – 50 words

If your intended form of contribution is not listed above, please ask us for a word limit by emailing arise@ofnc.org.uk

Typography, format and text rules

Typography

1. Contributions should be double-spaced in Times New Roman normal font at 12 point.
2. Use margins of at least 2.5cm (1 inch).



File Format

1. Save your article as a Microsoft Word document, titled with your full name and article title.
E.g. 'Jane Doe - Be as sharp as a flint'
2. Please attach to your email any pictures you wish to include.
3. We would encourage you to email a couple of sentences about who you are or where you feel God calling you to serve His body, which will be included at the end of your article. Please feel free to also include your social media handles, blogs, websites, etc.
Example: Ola is a preacher at Baptist Ministries and has a passion for encouraging people through sharing scriptures.
4. If you have any preferences or comments for the editors to acknowledge, please include any details in your cover email.

Abbreviations and acronyms

1. The first time that an abbreviation is used, it should be written out in full and followed by the abbreviation. The abbreviation can then be used in subsequent sentences.
Example: "The European Union (EU) is a pan-national organisation. The EU has its own currency."

Capitalisation

Over-capitalisation (e.g. USING CAPITAL LETTERS TO CONVEY A POINT) slows down reading speed and is uncomfortable on the eye. Please:

1. Do not over-capitalise.
2. Use initial capitals for proper nouns and names. 'John, Peter, Victoria'.
3. Always use lower case letters for descriptions and references. 'The land was dry and barren.'

Italics

Do not use italics for emphasising words in the text. We will ensure anything of importance is highlighted in the formatting process.

Numbers

1. Please write out in full:
 - a. Numbers used figuratively i.e. I've told them a hundred times.
 - b. Numbers below 2 (ie zero and one) - one mile.
2. Please use digits for:
 - a. Numbers from 2 and above.
 - b. Centuries and dates: 21st century, 30th birthday.
 - c. Sums of money: It cost £15,000.
3. Never start a sentence with a number. Write the number in words instead or turn the sentence around.
Example: 'Eleven pupils were excluded.' Or 'The number of exclusions was 11'.



Quotes and quotations

1. Use double quotation marks when quoting direct speech or for quotations within a quote.
2. Note that the quote marks should come before the full stop if a partial sentence is quoted and after the full stop if a full sentence is quoted.
Example: He said during the lecture “offices will be available for all students”. ‘There will be another office for the students this year.’
3. Use single quotation marks when quoting from books or text in general.
4. Try to keep quotations under 30 words, otherwise introduce an indented block paragraph without quotation marks and place a colon at the end of the body text.

Spelling and grammar

1. Use British English rather than American English: towards; amid; while NOT toward; amidst; whilst.
2. Use ‘s’ spellings rather than ‘z’ spellings: organisation, recognise, specialise, analyse, paralyse.
3. ‘-ce’ and ‘-se’ endings depend on whether it is a verb or noun in the following: practice (noun) / practise (verb); licence (noun) / license (verb).
e.g. practice (noun as in ‘legal practice’)/ practise (verb as in ‘practise playing the piano’); licence (noun as in ‘driving licence’)/license (verb as in ‘the government licensed the sale of hot beverages outdoors’).
4. Tense use in contributions should be consistent.

Titles / People

1. Please use upper case for ranks and titles when it is attached to a name or when referring to a particular person.
Example: the Vice-Chancellor, President Buhari, the Prime Minister.

Bible Verses

1. Unless otherwise required, please use the New King James Version by default for all Bible verses. However, if you use another version, please state which version you are using.
2. Whichever version of the Bible you are quoting from, please include it at the end of the quote.
3. When quoting Bible verses, please do not abbreviate the book of the Bible.

Pictures and Illustrations

To ensure a consistent quality of photographs used in the magazine, we ask that any pictures submitted with contributions, meet the following criteria (images that do not meet the criteria will not be used in the magazine):

DOs:

- Photographs should show full shoulders to the torso.

- Photographs should be taken against a plain, white background.
- Photographs should be taken in portrait (not landscape) format.
- Photographs must be taken in an A5 shot as a minimum.
- Photographs should be stored in TIFF format (Saving files in TIFF format is the only way to completely prevent data loss when the file is opened and saved again).

DO NOTs:

- The TIFF files must not be compressed.
- Photographs should not be edited in any way (e.g. using Adobe Photoshop or equivalent). All editing will be done by us.

Please provide captions for images at the end of your text. Include the full title, location, date and any photo credit, where necessary.

SUMMARY

Our standard procedure is for articles to be returned to the writer with any contributions the proof-reading team may have made, however dependent on circumstances, the proofreading team may not be able to adhere to returning articles.

All submissions are truly appreciated and each contribution will be carefully considered, however we expect all contributions to be of a very high standard and reserve the right not to publish an article if it is sent out of time, if the standard is not considered sufficiently high or if suggested corrections are not implemented on time.

Thank you and God bless,

The Arise Editorial Team.

