

Church Libraries
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Writers' Guidelines

OUR PURPOSE: To assist church and Christian school librarians in setting up, maintaining, and promoting libraries and media centers.

OUR NEEDS

How-to articles on running a church library and special promotional events
Profiles of church libraries with photographs (prints or high resolution electronic, some vertical)
Round-up articles on the dozen best books in print on specific subjects for a church library;
 query first
Promotional ideas: photographs or reproducible sketches of bulletin boards/posters/window
 displays with brief descriptions
Book and media reviews are by assignment; e-mail for openings and application form.

Query or complete manuscript via e-mail only.

LENGTH: Articles: 500-1200 words

RIGHTS PURCHASED: First or reprint (identify original publication and date)

PAYMENT

Articles: 5¢ per word on acceptance
Promotional pictures and sketches: free book for each
Reviews: free product

MECHANICS

Include your name, address, phone number, and e-mail address at the top of each submission.
Include subheads (not all caps) in each manuscript (except roundups).
E-mail articles except bulletin board/poster sketches or photos. Type single-spaced.
Identify sources of all quotes and mail or fax photocopies of the originals after acceptance.
Reproducible bulletin board/poster sketches must be in black ink on white paper in finished form.
Include a one-sentence bio, identifying who you are (i.e., librarian at xyz church in x city, freelance writer + any connection you have with church or school libraries).