

Contributing Writer Guidelines for INHEM *RESOURCE* Newsletter

Headline/Article Title:

- Keep your headline fairly short. Make sure it reflects the essence of the article.

Article:

- Word count should be between 350 – 550 words. Anything longer will most likely be edited and shortened.
- Write to be read quickly – readers want to grasp the information easily and quickly.
- Present your thoughts concisely.
- Write the way you talk – keep your style informal as though you’re writing to a friend.
- Use action verbs whenever possible.
- Be consistent with verb tense.

Editing:

- We reserve the right to edit articles for clarity and brevity, if necessary. However, we will do our best to preserve the article as originally submitted.

Bio:

- Include a brief bio (two to four sentences in length). Send along a photo of yourself (preferably digital photo in electronic format).

Article Submission:

- Please submit your article (in Microsoft Word or RTF) and photo – via email preferably – to: inhem@inhem.org.
- If submitting by mail, send to:
Della Stanley-Green
Indiana Network for Higher Education Ministries
1100 West 42nd Street, Suite 200
Indianapolis, IN 46208
- Please include your full name and contact information in case we need to contact you. If you do not wish to have your phone number or email address published in the *RESOURCE* newsletter, please let us know.

Published articles may appear on the INHEM Website.