

# THE CONGREGATIONALIST

## SUBMISSION GUIDELINES



For 175 years, *The Congregationalist* has served Congregational Christian communities as a platform for education, provocation, and connection. A thoughtful curation of theological musings, community happenings, and personal reflections, the pages of this magazine reflect the vibrant and multidimensional community it supports. Whether highlighting history and heritage, providing a forum for the consideration of contemporary issues, or recounting stories of the Congregational Way in action, *The Congregationalist* seeks to deepen its readers' connections to faith and fellowship with each article it publishes.

### Audience

As the audience of *The Congregationalist* is primarily Congregational Christians, authors may assume that our readership is familiar with the basic history of Christianity and its central tenets, as well as the basic history and foundations of Congregationalism.

### Content Guidelines

As an entity of the National Association of Congregational Christian Churches, *The Congregationalist* does not take political, ideological, or creedal stances. Therefore, we ask that authors navigating topics entwined with creed, ideology, and politics avoid making universal statements and make clear that they are representing their personal experiences and perspectives alone.

*The Congregationalist* values contributions that provoke thought and productive dialogue. To ensure that such contributions are in service of bolstering greater understanding and acceptance of one another, we ask that all submissions are produced from a place of compassion.

### Length

The lengths of articles featured in *The Congregationalist* vary, but are generally no longer than 1,600 words. For the sake of reader engagement, we typically include only one article per edition that significantly exceeds this limit.

For your reference, the word counts that equate to common article lengths are as follows:

- ½ page → approximately 400 words
- 1 page → approximately 800 words
- 2 pages → approximately 1,600 words

## Formatting

You may submit your contribution in any reasonable typeface, font size, and spacing. We will alter it internally to fit our standard style. Similarly, you may submit written contributions directly in the body of an email or in the form of a Word document or PDF. If we encounter any issues with your submission's formatting, we will reach out to resolve it.

Anywhere in your writing that you introduce information presented as fact, refer to information that exists elsewhere, or draw inspiration from sources outside of yourself, a citation is needed. *The Congregationalist* operates off of the Chicago Manual of Style for citations. When your writing references or draws from biblical sources, please cite where in the Bible you are drawing from and what version of the Bible you are using.

## Submission Inclusions

In addition to your finalized contribution, please also submit:

- A form of visual art to accompany your piece, unless the submission itself is a form of visual art - this could include a photograph, an illustration, a painting, etc. Please also provide a reference for where you sourced the image so we can credit the creator appropriately.
- A brief biographical statement about yourself or a list of your attributes that we could use to construct this statement for you. In addition to your full name, you may choose to include the name of the congregation you belong to, where you live, your profession, some of your hobbies and interests, or anything else you wish. If writing your own biography, please limit it to approximately 50 words long.

## Editorial Process

All submissions undergo an editorial process during which they will be proofed for mechanical correctness (i.e., phrasing, grammar, spelling, capitalization, etc.), readability (i.e., organization, flow, structure, etc.), and content clarity. Additionally, as space in the magazine is limited, articles may have to be edited for length. As our intention is to maintain the style and intent of the author, submissions that are edited significantly will be sent to the author for approval when time allows.

For the sake of space, content variety, and maintaining adherence to the issue's theme, we cannot guarantee that every proposed or submitted contribution will be published. For the greatest assurance that your contribution will be included, email the editor by the Intention to Contribute Deadline with a brief overview of the piece you intend to submit.