

## Writer's Guide for *Shaping the Future*

Thank you for your interest in writing for *Shaping the Future* or *Shaping the Future PLUS*. While we cannot offer an honorarium for writing, please know that LEA members are grateful for the information that you are willing to provide.

Please follow the guide below when submitting a manuscript for *Shaping the Future*.

1. Please be sure to include a faith or biblical worldview element integrated in your article.
2. Understand that the content you provide is your primary concern. Your manuscript will be edited (mostly according [to AP style](#)) and formatted by LEA staff.
3. Word count:
  - Network articles: 1,000–1,200 words
  - Feature articles: 1,500–2,000 words
  - *Shaping the Future PLUS* articles may be any length.
4. Keep the format simple. You may use bold, italic, underline, and simple bullets, but avoid using tabs, lines, or other artistic flairs.
  - Choose a common font: Arial 11 is helpful to the editor.
  - Use only one space between sentences and lines.
5. If you quote a Bible passage, cite the version from whence it cometh. Also—don't try to cite it from memory!
6. Cite all quotations from outside sources.
7. Try **not to use** footnotes; [use endnotes](#) instead.
8. **Secure permission to use copyrighted graphics and photos of children.** Personal photographs related to the article are very helpful, but attach a jpg of any photo.
9. Consider using live links within your document if those links will expand or explain a word, person, or resource for your readers.
- 10. Include a few lines of biographical information at the end of your manuscript.**
11. Read (proof) your manuscript before sending it. (Reading it aloud is a good practice!)
12. Meet the deadline. Early submissions are always welcome!
13. Send your manuscript to [ed.grube@lea.org](mailto:ed.grube@lea.org).

**Optional hints:** Just a few good writing tips that contribute to good manuscripts:

1. See a recent issue of [Shaping the Future](#), especially if you are not familiar with it.
2. Avoid [passive sentences](#).
3. Avoid starting sentences with [“It is...” or other “be” forms](#).
4. Nitpick your verbs. [Well-chosen verbs](#) contribute to writing quality.
5. [Revise](#) several times after your first draft.
6. Use a little [writer's license](#). Judiciously.

