

Tapestry – Writing Tips and Guidelines

Tapestry is an official publication of Lutheran Women's Missionary League– Canada. Women of Lutheran Church–Canada, particularly those who are members of LWML–Canada societies, but also other women of the Church, are its primary audience.

Articles in *Tapestry* should inspire, inform, and encourage readers in their faith.

The theme for each issue is established by the editorial staff. A listing of themes and deadlines for submission of material is available at www.lutheranwomen.ca/publications-and-forms/tapestry.

Writing Tips

- Clarity is important.
- Don't assume your readers will know everything you do.
- Re-write a few times, trimming the fat...all those extra words that we tend to add without thinking.
- There will be a point at which we have to stop trying to "improve" what we've written.
- There are many good books available to help with writing skills, so we won't bore you here. (See the list of helps under Manuscripts.)
- Wm. Brohaugh, in "Write Tight," points out: There "are stories of monumental importance to their authors, but of little importance to anyone else." It does not mean that what is written should be discarded. Rather, re-focus with the reader firmly in mind. What does she want to hear/know about this, rather than what do I want to say about it?
- Remember not all readers are just like you...or me. We do not know who might happen to pick up a copy of *Tapestry* or to whom a subscriber might give a copy saying, "I think you would enjoy this." This reason alone, says we must take care when we write, remembering it is a modeling of what it means to live as a Christian. It needs to point clearly to our need of a Saviour and that Jesus came to fill that need.

Fact Checking

While the need to check facts is obvious in a news story, it is just as necessary in other writing. No guessing allowed; and don't rely on a sometimes-faulty memory. If something is mentioned as fact, check it with a reliable source.

In a Christian magazine there are other sorts of fact checking that are also crucial.

- Scripture: If you quote, don't rely on memory.

Copy correctly, including punctuation. The only change we make is capitalizing any personal pronouns referring to the Triune God to fit the style used in *Tapestry*. Provide the name of the version and be sure the reference (book, chapter, verse) is correct. If referring to Scripture rather than quoting (e.g., "In Romans chapter 12 it points out...") check carefully so that what you say it says is really what is being said...and meant. Even if you are only indirectly referring to something from Scripture take care that the words you choose both mean what is intended by Scripture and cannot be misconstrued by a reader with a different background.

- Law/Gospel; justification/sanctification: Another area where we can get our scriptural facts tangled up is Law and Gospel. How easily we humans can turn one into the other simply by careless wording. Justification speaks of how God has made a relationship with a sinful, condemned people through Jesus Christ. How easily we give ourselves a role in our salvation with our choice of words...usually unintentionally. Sanctification speaks of our relationship, as redeemed children of God, with others. Having Luther's Small Catechism, as well as your Bible, close at hand can help with this. If you do not have a copy of the catechism, you may find one at <https://www.lcms.org/graphics/assets/media/LCMS/smallcatechism.pdf>.

Our readers expect and deserve this sort of accuracy.

Specifications

Manuscripts

Feature articles may be approximately 500-900 words. Typing is preferred, but readable printing or handwriting is acceptable. Include name, address, phone number and e-mail address and a short biographical sketch.

Manuscripts may be sent by mail or e-mail to the Editor-in-Chief (see page 2). *Tapestry* uses *The Canadian Style* published by The Department of the Secretary of State of Canada as our basic style guide. In addition, we also use *Editing Canadian English, 2nd Edition* published by Macfarlane Walter & Ross for the Editors' Association of Canada as well as *Gage Canadian Paperback Dictionary* for Canadian spellings.

Illustrations

Original drawings, charts, cartoons, and the like are welcome. If prepared for use with a specific article or theme, please indicate. Include name, address,

telephone number with the illustration.

Illustrations may be submitted in digital format at a resolution of at least 200 dpi.

Photographs

Please provide clear, vibrant shots, preferably of people in action. Avoid photos of people spread out over a large area. Include information for captions and the name of the photographer for proper credit.

Do not write on the back of a processed photograph, particularly with ink or a sharp pencil. Identify it with a stick-on label and appropriate information on a separate page. As a rule, photographs will not be returned.

Digital photographs should be taken at the largest size. Please send digital photographs in their original size and format. Photographs printed on a home printer and scanned to give a digital file are often of very poor quality.

Photographs (and stories) published in local newspapers may be submitted but a digital copy of the photograph and permission from the newspaper must accompany the submission.

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Editing policy

Tapestry will edit to eliminate instances of bias which would cause hurt, misunderstanding or division among those for whom Christ died. The editorial staff reserves the right to make corrections, additions and deletions in all material submitted, but will be discreet. The editor-in-chief will advise on major alterations prior to publication whenever possible.

All submitted material is subject to doctrinal review according to the Constitution of Lutheran Church—Canada.

Subscription rates

Tapestry is published in regular and large print formats as well as audio on CD or as an MP3 file and an electronic version. The subscription rate for all except the electronic version is \$15/year. The electronic version in full colour sent out via e-mail is \$8/year. All are payable to LWML—Canada.

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datamanager@lutheranwomen.ca.

Editor-in-Chief

Marion Hollinger, Editor-in-Chief
223 – 250 Hunter Road, Saskatoon, SK
S 7 K 0 Y 4
(306) 343-7396
tapestry@lutheranwomen.ca

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