

A3 Guidelines for regular columnists

WE ASK THAT YOU FOLLOW THESE GUIDELINES TO MAKE THE EDITOR'S JOB EASIER. PLEASE READ THEM, AS SOME REQUIREMENTS MAY HAVE CHANGED.

General guidelines for columnists

- Agreeing to be an A3 columnist means you are **committed to writing your column for at least one year**. Please consider this commitment before agreeing to take on a column.
- Submissions are due by the **25th of the previous month**. This means a post scheduled for April 28th should be submitted by March 25th.
- If you are column-sharing, the months assigned to you reflect when posts go live. **You should submit them a month prior**.
- Please send your submissions as a Word document attachment. Please do not send the article in the body of an email. Please do not send the document as a pdf or other format.
- Please include all **images as separate attachments**. Please send separate files even if the images are embedded in the word document.
- If you want to update your headshot, please send us a high-quality photo (.jpg or .png) as an attachment. The photo's **file name should include your name** so we can easily find it in our database.
- If you want to update your bio, please indicate that in an email. We will update our bio files with your new text.
- **If you cannot fulfill your monthly column, please inform the editor as soon as possible**. In this case, we encourage you to find a fellow writer to guest post on your column (see below).

Guidelines for posts

- Ideally, posts should be 500 to 800 words. If your posts exceed 800 words, please consider shortening them or dividing them into two parts.
- Posts must be directly related to some aspect of writing that will assist readers on their writing journey.
- Remember that we represent Christ. Posts must be free of profanity, graphic language or anything offensive.
- Please send submissions as an attached word document to: editor@almostanauthor.com.
- All included images must be high-quality and free to use with no attribution required, (such as Creative Commons zero or public domain.) Suitable images may be found at sites like Pixabay.com.
- If you provide your own images, please add this phrase to your submission: "I give Almost an Author rights to use my image."
- You do **not** need to send your headshot or bio with each submission.

Guest columnists

You are welcome to invite a fellow writer to submit a post for your monthly column. If you assign a post to a guest columnist, please do the following:

- Ensure that your guest columnist understands and follows our submission requirements.

- In addition to their article, guest columnists should attach a headshot and bio.

Backlist articles

If you have a backlist or archive of articles on our topic, you can freshen them up and repost on our blog.

- They will need a new title
- They may not be used verbatim.
- They will need new images, if applicable.
- They will need to include this phrase:
 - “Portions of this content were previously posted at _____.” (Insert Website)

This is for SEO purposes, so as not to create havoc for optimization for either site.

Work Copyright info

- A3 asks for One Time Rights on your work. It remains your copyright.
- Please refrain from posting the content on your personal site until three months after it has posted on A3.
- If you reuse it, please a change the title and feature image.
- (This is for SEO purposes as not to create havoc for optimization for either site.)