

Prairie Horizons

The Manitoba-Saskatchewan Conference of the Seventh-day Adventist Church

Submission Guidelines

- Handwritten articles are **NOT** considered
- Texts are to be in plain format (typed in Microsoft Word for example)
- Do **NOT** embed photos into your document, attach them separately

- Suggested Subjects
 - Local Church News
 - Baptisms
 - Evangelism
 - Education
 - Church/Conference Events
 - Ministries
 - Devotionals

- General news articles: **approximately 350-400 words**. (preferably with two photos)
- Major news articles: **approximately 800 words** (preferably with two photos)
- Devotional articles: **approximately 800 words**
- If possible, include photos with your article (photos should not be submitted without an article). They must be **high resolution**.
 - Sending us photos automatically gives us permission to print them
 - If you are not the photographer, please indicate that you have the photographer's permission to print the photos in *Prairie Horizons*.

- Email submissions to communications@mansaskadventist.ca
 - Include
 - Your Name
 - Address & Phone Number
 - The Subject of the Article

Rules for Good Writing

- Avoid excessive "to be" verbs: is, are, were, have, has and had.
- Cut needless words, sentences and paragraphs.
- If possible, do not begin a sentence with a date.

- Never write “A good time was had by all.” Instead, get quotes from someone explaining why they had a good time.
- **Revise and rewrite**
- Spell out numbers under 10. Numbers over 10 are written numerically, except when starting a sentence.
- Never quote yourself when listed as the author
- Be sure to give references to any Bible texts you quote, including the version.
- Be sure to give credit for borrowed words or ideas. (We use MLA formatting. If you know how, you should use it. If not, just include the pertinent information about the referenced work and we'll format it for you)