

INFORMATION FOR ASSIGNMENT WRITERS

Please read the following information and instructions thoroughly. Be sure you understand and take note of each point that is covered.

ACCEPTING ASSIGNMENTS

Before you accept an assignment, please note that deadlines are firm. If you anticipate any difficulty in meeting a deadline, please do not accept the assignment intending to ask for an extension later. Deadlines are very important for maintaining production schedules, and they are set with that fact in mind. If you are not able to accept an assignment, please do not contact another writer about our offer or give our assignment letter to someone else. Union Gospel Press must contact writers directly to avoid confusion and misunderstandings.

Discussions regarding assignments are best handled by mail or by e-mail (editorial@uniongospelpress.com). Telephone calls to our editorial department should be rare. Please do not telephone Union Gospel Press or any of its employees to accept or decline an assignment.

MANUSCRIPT FORMAT

If you are not familiar with using a word processor, please use your help menu and/or make use of an online tutorial (e.g., office.microsoft.com or gcflearnfree.org). While we are willing to help with technical issues, it is not cost-effective for us to teach basic word processing skills.

We ask that you use our preformatted template. If you need a copy of the template, please download it from the Writer Resources page of our Web site (www.uniongospelpress.com) or ask us to mail it on a CD or attach it to an e-mail. If you encounter problems opening our template, you may want to download LibreOffice Writer (www.LibreOffice.org), a free word processing program that interfaces well with Word documents. We prefer receiving documents in Microsoft Word format (*.docx* or *.doc*), but we will also accept Open Document Text (*.odt*) and Rich Text Format (*.rtf*) documents. Do not send *.pdf* documents. Please contact us for assistance if you find it necessary to set up your own template or save documents in any other format.

When using our preformatted template, note that the first lines already have paragraph indentions; do not backspace on these first lines, since this may disable automatic indentation for all additional paragraphs. *No spaces or tabs should ever be used to create paragraph indents.* Always simply hit Enter/Return for a new paragraph. If you need to remove or change the indentation or margins (such as for a heading, a puzzle, or a series of numbered questions), drag the indent and hanging indent markers to the desired places on the ruler at the top of the page (you may have to choose to view the ruler first). Change the right margin *only* if the job description calls for a wider column. Make sure automatic hyphenation and spelling/grammar check are activated.

Titles and the writer's name in the text are to be included in the line count, but do not insert blank lines after them. If you wish to skip to the top of the next page to begin the next segment of a lesson (such as questions or activities), you should insert a page break (do not fill the space with blank lines to get to a new page).

Save each lesson or other composition—including all its components—as a separate document (preferably in the *.docx* or *.doc* format). Give files short names that describe the contents. For example, a good file name would begin with a two-digit lesson or part number (01 through 13) and include abbreviations for the publication, quarter, year, and feature. *Do not use the titles* of lessons, stories, or editorials in file names.

WRITING MANUSCRIPTS

As you prepare your copy, please note that all sample and assignment material must be typed according to our specifications in order to be accepted. We reserve the right to return the following:

- copy that fails to follow the job description (for example, not supplying an outline that is called for or leaving out required sections of the job);
- copy that fails to supply the required number of lines or words;
- copy that is illegible or garbled;
- copy that does not contain a strong biblical emphasis; and
- copy that does not follow our Manual of Style, Policy, and Grammar.

Please note that we purchase exclusive rights only. We do not accept material that has appeared in print previously, has been purchased by another publisher, or has been used in a broadcast. Please note also that Union Gospel Press has specific regulations regarding permission to reprint. While authorization is rarely denied, writers cannot reprint submitted material without written permission from Union Gospel Press. Requests to reprint can be made by e-mail or by mail.

A detailed bibliography should be submitted for all the published material you use in preparing your assignment. You need not list sources of direct and indirect quotations that already are cited within the body of your copy. See the Bibliography section of the Union Gospel Press Manual of Style, Policy, and Grammar for an example of a detailed bibliography. Be sure to label your bibliography clearly, stating the full title, quarter, and year of the assignment. If you used no reference material or none in addition to what is cited in the body of your copy, simply type “NONE” (one time for the entire job).

SUBMITTING MANUSCRIPTS

Keep copies of everything you send to us. Please submit assignment materials as attachments to an e-mail addressed to editorial@uniongospelpress.com. You can also compress, or archive, all the files in one folder; this compressed folder can then be attached to the e-mail. Materials that are copied onto a CD or printed on paper may be sent by regular mail.

Visual-aid sketches or children’s activities produced in a drawing program, puzzle-making program, or other digital media should be pasted into the document; the same is true for hand drawings that have been scanned. If you cannot scan a hand-drawn sketch or puzzle, please print out the page of your document and draw or tape the item in the appropriate space; then mail the page to us (keep a photocopy). Be sure each sheet identifies the publication, quarter, year, feature, lesson or part number, and page number. Note on the corresponding digital page that the item is being mailed separately. Payment will not be processed until all materials are received. If there is a problem that prevents you from following these instructions, contact us immediately, stating what word processing program you have, its version number, and what operating system you are using.

When contacting us by e-mail or mail, always include the name and the quarter of the publication for which you are writing (and the title of the feature[s] where applicable). This will expedite the handling of your letter. All correspondence should be addressed simply to Union Gospel Press, not to a particular individual or department. Note, however, that when you contact us by mail, the outside of every envelope or package must be clearly marked with the word "SAMPLE" or the words "BY ASSIGNMENT," depending on its nature. If your material is submitted by e-mail, please put the appropriate designation in the subject line.

Payment is normally processed within forty-five days after receipt and approval of a completed assignment. If we have not received your assigned material within ten days after your deadline, Union Gospel Press reserves the right to cancel the assignment and offer it to another writer. If you come to realize that you will not be able to finish the assignment, please let us know immediately by e-mail or by mail. If you make no effort to contact us, no payment will be issued for any material that is received after the assignment has been canceled.

You will receive one complimentary copy of the publication containing your material after it is published and after all our regular orders for that quarter have been shipped. Additional copies may be purchased through our business office at that time.