

## REMINDERS FOR WRITERS

1. **Deadlines.** Deadlines must be kept. Our material must be printed well in advance of the actual publication date; therefore, it is the deadline that matters, not the quarter you are writing for.
2. **Keeping us informed.** Accepting an assignment is agreeing to a business contract. If you come to realize you cannot meet your deadline, please contact us immediately by e-mail at [editorial@uniongospelpress.com](mailto:editorial@uniongospelpress.com), or by mail at Union Gospel Press, P.O. Box 6059, Cleveland, Ohio 44101. We can work with you on it if we are informed, but we can do nothing if we are kept in the dark.
3. **Manual of style.** The Union Gospel Press Manual of Style, Policy, and Grammar is important to your work. Please read it completely and carefully. If you do not have a copy, you may request that one be sent to you, or you can view a digital copy in Writer Resources on our Web site.
4. **Needing help.** If you run into unmanageable difficulties with an assignment or if you require additional information, do not hesitate to contact us by e-mail or by mail. It is better to have the questions answered than to proceed with the assignment and do it incorrectly.
5. **Correspondence.** Whether you contact us by e-mail or by mail, always include the name and the quarter of the publication for which you are writing. If your assignment is only one feature in a publication, please include the title of the feature. This will expedite the handling of your questions.
6. **Documentation.** Be sure that all quotations are properly referenced and that you provide a detailed bibliography.
7. **Manuscript length.** The manuscript lengths that are specified in the job descriptions must be supplied exactly. If material is too short, it will not fill the pages of the printed publication. If material is too long, it will be necessary to cut lines to make it fit. This can hurt an effective discussion of the lesson text and can damage the continuity of an article.
8. **Payment.** Payment is normally processed within forty-five days after receipt and approval of a completed assignment. We do not make individual exceptions to this policy; please do not request earlier payment. If your payment still has not been received after sixty days, contact us by e-mail or by mail, and we will investigate the matter.