



COFFEE & CREATIVES GUIDELINES FOR CONTRIBUTING WRITERS

Coffee & Creatives' vision is to enlighten and empower artists to pursue a creative life. We do this by sharing part of the creative process.

Please read the following guidelines in their entirety before sending in your article:

1. We are looking for articles that fit within the following different categories:

Creative Experience (preparation, process, post-production)

Education (nuts & bolts of your craft or historical legacy of your art tradition)

Lifestyle (how being creative fits in with various parts of your life)

Faith & Creativity

Profile (their favorite artist or a historical essay)

2. Keep articles to around 500-900 words.

3. Submit as a Word document or Google doc.

4. Use single spacing with double spaces between paragraphs. Please do NOT indent.

5. Use Times New Roman 12 font.

6. Use single space and not double spaces after a period.

7. The article should be original work not previously published online, including on your personal blog. If you do wish to publish the article on your blog we ask that you add an excerpt on your own site and link to the full article on the Coffee & Creatives website.

8. Please title your work, but if for some reason we feel a more suitable title exists we may have a conversation with you about changing it.

9. All submissions are taken as final. We reserve the right to edit the article as needed to suit our audience. We will allow you to review your article if we make substantive edits. However, we ask you NOT to make additional changes beyond our suggestions. If we cannot come to an agreement about what to publish, we may have to decline to publish your article. We hope this is never the case.

10. If an article does not meet the writing standard or voice we require, we will let you know. However, we want to help you improve your writing and so, where time allows, we will make suggestions and give you opportunities to make changes. Our goal is always, where possible, to publish your article because we appreciate your hard work and effort.

11. Please submit your article by the date specified.

12. Include a short bio of about 50 words.

13. You may submit pictures to go with your article, but the creative team may choose a different image to go with your article.