

# Guidelines for Devotional Book Submissions

Deadline for submitting devotionals—

**October 1** of each year, to appear in print three years hence, but submissions are desired throughout the calendar year for the book currently in production.

## Format Guidelines

If you follow these format guidelines, your submission will fit:

- one **typed** manuscript page (*8.5 x 11 inches*)
- one **published** book page

**Each submission** will include:

- Title of devotional
- Scripture text to amplify the message
- Bible version for each quoted scripture text (*this is important!*)
- The name of your digital file will include your last name and devotional title:  
**lastname-title** [e.g. Lee-Rescued]

**Writing** format

- Typed in English
- Microsoft Word document, and attach the docx file to an email message
- No WordPerfect files (*copy and paste devotional into body of email message*)
- Quoted sources need written permission for printing (*except the Bible or E. G. White*)
- Do not use *italics*, underline, **bold**, or ALL CAPS
- Include **postal mailing address**, contact info, and biographical sketch (*on page 2*)

**Layout** format

- Page size, US letter, **8 x 11.5 inches** (*not A4*)
- One-inch margins on all sides: top, bottom, left, right
- Times New Roman, regular font, 12-point type
- Alignment flush left
- Paragraphs indented one-half inch
- One space used between all punctuation
- Line spacing at 20 points exactly
- Line numbering restarts at the top of each page
- Only 30 lines allowed**, includes poetical Bible texts typeset as poetry
- All quoted **sources are footnoted** and are included in the 30-line count
- Between 375 and 425 words (*but no more than 30 lines*)
- Word count includes** *title* of devotional, scripture *text*, and *Bible version*

The layout format, word count, and line numbering closely match similar space needed for the published book page. Use **line numbering as a guide** for the following sections:

- Line 1 **Blank line** (*used for date in published book*)
- Line 2 Title of devotional
- Line 3 Scripture verse (*verse wraps to additional lines as needed*)
- Line 4 **Blank line** between scripture verse and body of devotional
- Line 5 First indented paragraph begins (*multiple verses and long passages will increase numbered lines; first paragraph will begin at a higher-numbered line*)
- Line 30 Last line of devotional (*adjust one less line for each line of footnote*)
- Line 31 Your name, as it will appear in print
- Line 32 **Blank line**

### Additional format guidelines

If your devotional runs too long, extra scripture texts at top of the page and prayers at the end are **deleted first**.

Do not omit inserting abbreviation of quoted Bible version with *each* quoted text within the body of the devotional; your line count may change when we add the abbreviation.

If you quote from another source, please include written permission to use the quoted reference (this includes song lyrics). Also provide a photocopy of the **source page** and of the **title page** (*front and back*) from the quoted book. Copy book editors **request this from every author published** by Pacific Press Publishing Association.

Permission is not necessary for quoting E.G. White writings, the Bible, or lyrics published in the Seventh-day Adventist Hymnal. All song **lyrics are typeset as poetry**.

**Beware:** Lyrics, additional scripture verses at the top of devotional, and poetic verses quoted within the body of the devotional and footnoted sources quickly use up the 30-line count.

Sorry, **NO** poems will be accepted; pseudonyms are **NOT** permitted.

### **Biographical** format

Page 2 of your submission will include:

- Your name (as you want it to appear in print)
- Mailing address
- Telephone number
- E-mail address
- Biographical sketch (no longer than four lines)

## Biographical Sketch

Please include a biographical sketch about yourself, no longer than four numbered lines, including information such as state or country where you live, occupation, church or civic involvement, other articles/books published, hobbies, personal accomplishments.

How do you want your name to appear in the book? Please be certain your name appears in **exactly** the same way in **all places** in your submission and biographical sketch.

### Notify Us of Any Changes

If your name, address, contact information, or biographical sketch changes before your submission is printed, please notify us promptly!

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## How to Submit

When you mail or fax a devotional, you will receive a letter by mail to let you know that your submission has been received. This will usually be sent within two weeks upon receipt.

Your devotional may be submitted in one of the following ways:

### 1. By e-mail:

Submit your devotionals to: [womensministries@gc.adventist.org](mailto:womensministries@gc.adventist.org)

Email an attached MS Word file. If you use word processing other than Word, copy and paste your devotional into the body of the email. A PDF file should be your last choice.

Don't forget to name your email message and the attached Word file with your last name and devotional title as follows: **lastname-title** [e.g. Lee-Rescued].

We will send you a preliminary notice by e-mail that your submission has been received. If you have not received acknowledgement within two weeks, please do not also send the devotional by hard copy or fax until you have queried our office by email or telephone.

### 2. By postal mail:

You may submit on a thumb drive or data computer disk saved in MS Word format and title the file name as above; also include a printed hard copy.

Or, you may mail a typed devotional. Our mailing address is:

GC Women's Ministries Devotional Book  
General Conference of Seventh-day Adventists

12501 Old Columbia Pike  
Silver Spring, MD 20904-6600  
Tel: 1 (301) 680-6608

3. By fax: 1 (301) 680-6600

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## About Your Contributions

We solicit contributions from women on a wide variety of spiritual topics. Each devotional should be based on a personal experience of God's involvement in the life of a woman and show how this experience demonstrates a Biblical principle which readers can apply to everyday life. Please, no sermons or doctrinal studies. This book will be marketed to Christians of all denominations; therefore, terminology should be used that can be understood by all Christians. We encourage global participation which contributes a varied cultural and ethnic flavor to each book.

Those who contribute to this project agree that all royalties of the devotional books will go to the Women's Ministries Scholarship Fund of the division in which the book is published. They further agree that they will receive no payment for any contributions submitted or accepted for publication. However, each author will receive a complimentary copy of the book from Pacific Press Publishing Association as well as an author's discount on additional book purchases.

Authors are encouraged to submit no more than two devotionals in any one year unless notified otherwise. If you have been notified that a devotional of yours was not accepted, please do not resubmit it unless you have made significant changes which more accurately reflect the devotional book guidelines.

Thank you for contributing to our women's devotional book, which has been published annually since 1992. The royalties from book sales have helped fund 2,461 scholarships awarded to Adventist women from 132 countries who are enrolled in Adventist higher education.

## Copyright Issues

All submissions become the property of the General Conference Women's Ministries Department. Unused manuscripts cannot be returned.

If your devotional has previously been published elsewhere, you must notify us for copyright purposes.

If your submission is accepted for the Women's Ministries devotional book, it cannot be used in another publication without written permission from Pacific Press Publishing Association.

## Address of Publisher

Pacific Press Publishing Association  
Book Division, Copyright permissions  
P.O. Box 5353  
Nampa, ID 83653-5353

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## Submissions that are not accepted

If your submission was not accepted, it may be for the following reasons:

- It is too long or too short.
- It is not a personal experience or insight that applies to women. Do not include a personal experience that promotes a project, book, accomplishment, or experience of someone else.
- It is not fully showing God's presence in the experience.
- It is not uplifting or encouraging; is too depressing or sad in nature or message; is not dealt with in a devotional, redemptive manner.
- It is similar to other submissions already accepted or on a topic addressed many times.
- It covers too many topics, none of which has enough information to developed into a complete devotional.
- It might be offensive to someone of another religious, cultural, ethnic, or racial background.
- It degrades men.
- It is more of a sermon or doctrinal study, not devotional in tone.
- It is a tribute to an individual.
- It is too controversial in subject theme.

## Pointers for Writing Devotionals

Whether or not your submission is accepted, consult the document, "Pointers for Writing Devotionals," created for our devotional book contributors by Carolyn R. Sutton. You will find it located on our website:

<https://women.adventist.org/pointers-for-writing-devotionals>