

THE LATTER DAY SAINTS' BEACON

SUBMISSION GUIDELINES

WRITER GUIDELINES

The Latter Day Saints' Beacon is an official publication of the *Conference of Restoration Branches*, representing Restoration Branches with a spiritual and historical heritage in the Restored Gospel through the Reorganized Church of Jesus Christ of Latter Day Saints.

Mission Statement

This magazine is dedicated to proclaiming the gospel of Jesus Christ and bearing witness to the everlasting promises of God. Our intention is to inspire the Saints to walk faithfully in the name of our Savior, bearing fruit worthy of the Kingdom of God.

Regular Magazine Columns

Each issue of *The Latter Day Saints' Beacon* contains regular columns that recur at intervals. These columns are written by assignment only. Unsolicited submissions for *columns* will not be considered. Proposals for potential new columns may be sent to beacon_editor@conferenceofbranches.org or The Beacon, 1100 W. Truman Rd., Independence, MO 64050.

Scripture References

Unless specifically significant to the nature of the article, all scriptures references used in submitted articles should be clearly identified, and taken from the following sources:

- the Holy Scriptures; *from the Inspired Version as published by the RLDS/Community of Christ or the Restoration Scriptures Edition.*
- the Book of Mormon; *from either the RLDS (1908 version), the Restoration Scriptures Edition (1908), or the Restored Covenant Edition (published by the Zarahemla Research Foundation). If the RCE is used, it should be identified in the scripture reference(s), or near the beginning of the article.*
- the Doctrine and Covenants through section 144; *published by the RLDS/Community of Christ or the Restoration Scriptures Edition.*

Scripture reference formatting is addressed in the Style Sheet section below.

Contribution Requirements

The committee overseeing *The Latter Day Saints' Beacon* actively invites submissions for the magazine from its readers. Articles published in other magazines or newsletters will rarely be considered for inclusion, but when accepted must include appropriate releases for copyright and publication rights. Queries about potential submissions are encouraged and should be sent to the magazine editor (beacon_editor@conferenceofbranches.org). All queries must be sent by e-mail and must include contact information for the author and a summary of the proposed submission.

All content, invited or unsolicited, will be edited for clarity, conciseness and other qualities. Articles should be submitted electronically in Microsoft Word, Word Perfect, or Open Office format. Authors should review the *Beacon Style Sheet* (page 2); articles that do not adhere to these guidelines may be returned to the author for editing. Contributors may be involved in the editorial process. Publication dates are at the discretion of the editors. The JCRB does not provide payment for articles or other submissions. All submissions will be considered; any replies sent via e-mail.

Feature Articles

We are interested in feature articles that address:

- scriptural and doctrinal insights
- church history
- Christian living for all age groups
- family life, *and*
- priesthood ministry

Feature articles should:

- include a cover letter identifying author
- include contact information for the author
- include a brief synopsis of the article
- be submitted in either *Microsoft Word*, *WordPerfect*, or *Open Office* format be 1400 to 1800 words in length; publication committee reserves the right to edit articles for brevity

Other Items

Shorter personal testimonies, original poetry, photos, insightful tidbits, and hymns/songs will also be considered. These should be 400-800 words in length and should include the author's name.

Photos

Photos must be in a digital format, 4-megapixels or greater. Higher megapixel resolutions are better. Photos must be submitted in .jpg, .tif or .pdf format. Scanned images need to be 300 dots per inch (dpi) or higher.

Copyright Information

By submitting written, photographic or graphic art materials to the Beacon, the submitter consents and authorizes the Joint Conference of Restoration Branches to copyright, use, reproduce and circulate same, including digital representation on the Internet. Consideration hereby is waived in perpetuity, and no further claim of any nature whatsoever may be made by the submitter. The submitter retains the right to reproduce his or her submission.

Material presented in the Latter Day Saints' Beacon is copyrighted. Permission is granted to copy materials for personal or classroom use of a single article or to quote from material in the Beacon. Material used under this permission must be appropriately cited as coming from the Beacon.

FORMAT STYLE SHEET

The *Associate Press Stylebook (most recent edition)* will be used to address areas not covered here.

File Formatting

- Detailed formatting (paragraph indents, etc.) of the text in submissions is strongly discouraged. Plain text is preferred. All articles should be submitted electronically in Microsoft Word format (.doc or .docx), WordPerfect (.wpd), Open Office (.odt). Files submitted as .PDF are also acceptable.
- A single space should be used following the end of a sentence.
- Eliminate extra hard returns (where you press “enter” more than once at the end of a paragraph). Instead use/allow default line spacing (12 pts or less) to leave blank space after the paragraph.
- When using bulleted lists, insert the bullets as symbols (character code 0149) or instead use a dash.

Capitalization

- The “B” in the by line should be capitalized (like: *By Joy Muir*).
- Proper names are to be capitalized
e.g., Jesus; Conference of Restoration Branches; Elder’s Quorum: (otherwise quorum alone would not be capitalized); Saints (when used like Baptists, Catholics, etc.); Restoration Branch; Restoration (when referring to our church); Melchisedec priesthood (small p).
- Pronouns referring to Jesus Christ (e.g., **He, Him, Thee**) should **NOT** be capitalized; scripture and literature quotes, however, should retain the format used in the original source.
- Priesthood offices are to be capitalized only before names
e.g., Elder Smith (similar to Doctor Smith).
- Capitalization for priesthood offices should be as follows: - **Elder’s Quorum** - an elder came by

Punctuation

- Use no apostrophe for dates like 1980s
- For question marks, see the AP Stylebook Index (Punctuation/Question Marks).
- Commas and periods always go *inside of* quotation marks. For example:
- “I believe,” he said. - He said, “It’s the truth and only the truth.”

Note: The Publications Committee reserves the right to make punctuation changes that improve readability. We will make every effort NOT to change sentence meaning.

Emphasis

- Titles of books should be italicized
e.g., He wrote *Gone with the Wind*
e.g., any reference to an author's works
- The Holy Scriptures, Book of Mormon, and Doctrine and Covenants should **not** be italicized.
- Emphasis added in scripture or literature quotes should be limited to italics and the words, "emphasis added" should follow the scripture reference,
e.g., (1 Nephi 1:65, *emphasis added*)
- When using titles from larger publications (such as single hymns, poems or articles), its title should be in quotation marks, rather than italicized.

Scripture References

- Scripture references should appear with the full book name. Do **not** abbreviate book names.
e.g., (John 3:16)
- For longer scripture passages that are set apart (not written into the paragraph narrative), the passage should be indented but quotation marks should **not** be used.
- Roman numerals **are not** be used in scripture references
e.g., (2 Nephi 1:1 *not* II Nephi 1:1)
- When citing consecutive verses, use a dash, rather than a comma
e.g., (D&C 1:2b-c *not* D&C 1:2b,c)
- When dropping words from the end of a scripture you have cited, do **not** use an ellipsis (...).
- Standard scriptures commonly used by the Restoration include:
 - + The Holy Scriptures (the Inspired Version of the Bible, or IV)
 - + The Holy Bible (KJV, NIV, NSAB, etc.)
 - + The Book of Mormon (RLDS or Restoration Scripture Committee 1908 version, or the Restored Covenant Edition (RCE), published by Zarahemla Research Foundation)
 - + The Doctrine and Covenants (its proper name, or D&C, through Section 144)
- Old Testament and New Testament **are** capitalized

Other References

- Church history references should note the volume and page numbers
e.g., Briggs revelation, (CH 3:200-201).
- Use AP Style guide standards.
- Do not use footnotes or end notes. Include this information in the text immediately following the quote.

Writing Style

- Contractions (such as can't and doesn't) are not permitted in formal articles except in quotations and dialogue. They should instead be spelled out (like "cannot" and "does not").
- Contractions **are**, however, permitted in testimonies.
- Try to eliminate adverbs. Eliminate extra words often inserted by authors
e.g., "*that*" or "*truly* sorry"