



# LIVING SCHOOL ALUMNI

Q U A R T E R L Y

## SUBMISSION GUIDELINES

*Thank you for your interest in contributing to the Living School Alumni Quarterly! The Quarterly is an electronic magazine for and by alumni with the sole purpose of resourcing your daily lives at the intersection of action and contemplation. The Quarterly features unique contributions from the global Living School alumni community in the form of personal and theological reflections, news updates, photographs, book reviews, mystical commentary, and more. We value each submission and are committed to ensuring high quality in editing, crafting, and publishing. Please take a few moments to read our submission guidelines.*

**Submissions should be emailed to Mark Longhurst, Quarterly Editor, at [mlonghurst@cac.org](mailto:mlonghurst@cac.org)** We receive numerous submissions and cannot guarantee that all will be included. If your submission is chosen, Mark will notify you no later than a week from the due date. Due dates are firm. Contributions, edits, or additions that do not meet stated deadlines may be considered for future use but will not be included in the upcoming issue. If any major edits or changes to content are needed, Mark will invite contributors to review edits and share feedback within a given timeframe prior to design. After content has been finalized, contributors will not have an opportunity to see the formatted design prior to publication.

## Requirements for Article Submissions

### Articles and Text:

- 750 word limit for articles and reviews. 75 word limit for Alumni News items.
- Attach a Word document.
- If you wish to use a certain format (for example, line breaks and stanzas within poetry), please also provide a PDF that retains these elements. We will do our best to incorporate your preferred line-spacing format.
- If you would like to link to a personal website, organization, or other related resource, please ensure that the link is active and that the site is secure.

### Ownership and Permissions:

Please submit original content for which you own the rights. If you wish to use material created by others, provide full credit and reference information and ensure one of the following:

- The content is in public domain;
- The content may be used within educational fair use standards (for example, short passages of prose);
- You have obtained permission from the creator and/or publisher (especially for artwork, images, music, and poetry).

### Requirements for images that accompany articles:

- For photos, we request a minimum of 1000 pixels on the longest side and 625 pixels on the shortest side.
- Note that we may crop, convert to black and white, or otherwise edit images.
- Images must be delivered as .JPEG or .jpg separate from a Word document.

### Requirements for journal essays or photo galleries:

- Images must be delivered as .pdf, .JPEG or .jpg, or .png.
- Images will not be edited or cropped to retain artist's intent, but may be resized and placed in The Quarterly according to editorial preference.
- Captions of each photo need to be appropriately labeled in a word doc matching the file name

### Requirements for Artwork/ Imagery:

- Images and artwork must be delivered as a separate .pdf, .JPEG or .jpg, or .png. (Please do not paste within a Word doc or PDF.)
- If you wish to include a caption, include text and description of the associated image in a Word document.
- Note that we may crop, convert to black and white, or otherwise edit images.

### Requirements for Audio and Video:

- File to be delivered as a downloadable .mpa or .mov. Please, NO online hosted links.
- Do not send links to media hosted on a website.
- Video: At least 720p, preferably 1080p; preferably shot in landscape view.
- Please make sure the audio or video will be of a high enough quality that the typical listener/viewer can clearly understand the message.
- Note that we may obtain an unedited transcription to accompany The Quarterly and/or we may use an edited portion of the text to replace some or all of the audio/video content.

### Requirement for links and additional resource:

- Please check that the link is not broken, and that the site is secure. Broken links and insecure sites will not be included in The Quarterly.

Please answer the following in your email or at the beginning of your submission document:

Name:

Submission date: