



## Writer's Guidelines

Thank you for your interest in LWML. The Christian Resource Editors Committee is always searching for original material to be offered in the *Program Helps* section of the LWML catalog. These resources are divided into the following categories: 1) Devotions, 2) Programs, 3) Sketches, 4) Bible Studies, 5) Litanies, and 6) Retreats. We hope you will find the following information helpful when preparing and submitting your work.

### Topics Needed

Resources for all occasions and various topics are desired. Resources for seasonal, holiday, and special events within the church are always needed, as well as areas of specialized ministries, particularly those pertaining to varied cultures and generations. Keep in mind that materials should have a timely message.

### Word Usage Guideline

For consistency please follow these recommendations for current terminology:

#### Preferred

women  
(faith) community, group  
organization  
woman, participant, attendee  
sketch

#### Rather Than

ladies, gals, girls  
society  
league  
leaguer, LWMLer  
skit

### Format Guidelines

Style Present ideas in a clear and logical progression of thought.  
Use correct punctuation, spelling, and grammar.  
Follow LWML Style Sheet

(available at [www.lwml.org/resources/program\\_helps](http://www.lwml.org/resources/program_helps))

Scripture Correctly identify all passages.  
Write out Bible references where possible (i.e. Corinthians, not Cor.).  
Quote each verse word for word.  
Identify all translations.

Music: Identify source if hymns or songs are quoted.

Note: Sample program helps are also available on-line at [www.lwml.org](http://www.lwml.org).

## **Evaluation Questions**

Please consider these questions to evaluate your resource material before submission:

- ❖ Is God's love and grace for us through Jesus clearly proclaimed? Is it faithful to Scripture and are passages contextual?
- ❖ Will those who hear/see this program leave with the feeling their time was well spent?
- ❖ What is the initial impact? Does it inspire to action? Does it teach, stimulate, or entertain? Is the purpose timely? Is it something we need to hear?
- ❖ Does it appeal to a wider audience or is it limited to certain groups? Is it in good taste?
- ❖ Is it adaptable to various group sizes? Is it conversational and easy to present? Are visuals readily available or simple to construct?
- ❖ Has this been reviewed by your pastor, or your zone or district counselor?

## **Review Process for Acceptance**

All submissions received will go through a review process by the Christian Resources Editors Committee, an LWML Pastoral Counselor, and LCMS Doctrinal Review. Suggestions or clarifications of materials may be forwarded to the authors. All resources must be consistent with the theological teachings of The Lutheran Church--Missouri Synod.

## **Submissions**

Prepare a clear, clean copy of your material and send it electronically with a cover letter to:

e-mail: [depcl@lwml.org](mailto:depcl@lwml.org)

If you do not have a computer, we encourage you to request assistance from your church office.

For more help on writing devotional materials, please refer to the *General Guidelines for All Devotional Writers*. This handout is given to all writers who attend the Concordia Publishing House writing workshops and is included here with their permission.

Thank you again for your interest in the work and mission of LWML. May God bless you as you serve Him by sharing your talents with others through the LWML.

**Christian Resources Editors Committee**  
**October 2009**