

# ATHENS *magazine*

uses freelance writers for most of its editorial content. Writers with a background in journalism (either magazine or newspaper) are encouraged to submit queries, including cover letter, resume and three clips to the editor.

1. Article should be double-spaced; in a standard 12-point type.
2. Do not use tabs to begin a new paragraph, separate paragraphs by leaving one blank line between paragraphs.
3. Please do not double space at the end of a sentence. All sentences should be separated by one space only.
4. Use the active rather than the passive voice.
5. Please include suggested headlines and subheads.
6. All articles must be spell checked before submitting to the editor.
7. A complete list of sources must be submitted, including the source's full name, telephone number and e-mail, if available. Articles will be fact-checked for accuracy.
8. Use only Microsoft Word or Microsoft Works. We do not accept WordPerfect.
9. Please save any e-mail attachments in rich text format (.rtf) or document format (.doc).
10. Please be sure to include your name as you wish to have it printed in the magazine, a brief sentence about yourself (see below), address and phone numbers where you can be reached. Your address and phone number will not be printed in the magazine. Example 1: John Doe is a freelance writer living in Athens. Example 2: Jane Doe is a communications major at the University of Georgia. She is from Charleston, S.C.
11. It is not standard practice for ATHENS Magazine to allow interview/profile/article subjects to proofread editorial content before publication. When a writer needs to clarify a direct quote or aspect of their reporting, he/she should forward ONLY the direct quote or question, not the entire article.

Compensation arrangements are made with the editor. Payment is made upon publication.

Failure to follow these guidelines may result in a delay of anticipated publishing date. Writer is responsible for corresponding with the editor.

# What Every **ATHENS** *magazine* writer needs to know\*

1. Follow Associated Press style. AP Stylebooks are available at most bookstores.
2. Follow the basic rules of the English language and writing. (This sounds obvious, but not every writer does it.) Resources: *The Elements of Style* (Strunk & White).
3. Depending on the length of the story, use as many quotes as possible to add validity and believability to the story. (Good rule of thumb: 1-3 people quoted in a 600-800 word article, up to 5-10 people in a 1,500-2,000 word feature.)
4. Don't be afraid to ask any question because the answer might surprise you... and lead to an interesting quote!
5. Do your research before going on your first interview. You don't want to waste your subject's time...or yours. This includes getting clear driving directions to the meeting place.
6. Match the tone of the article with the subject matter.
7. Fact check! Fact check! Fact check!
8. Spell check! Spell check! Spell check!
9. Make deadline. Don't hold up the editor and publisher. You may never work for them again. (Courtesy says if you know you aren't going to make deadline, call the editor ahead of time to let them know. And the explanation better be good.)
10. Check in with the editor on a regular basis. If a story changes, let the editor know so that art/illustrations may be adapted appropriately.

\*Many thanks to freelance writer Tracy Curlee for providing background for this list.