

Guidelines For Contributors

1. *New Life*, Australia's email/web-based Christian Newspaper, exists to keep the Lord's people informed of His continuing work in the world today.
2. *New Life* seeks to promote the essential unity of all Christians in Christ and around His Word.
3. *New Life* is not primarily an instrument of evangelism, but of up-building believers, encouraging and equipping them in the Lord's service. Although the work of evangelism is not absent from *New Life*, we are happy to commend *Challenge* and *Eternity* Christian newspapers with their sharper focus on evangelism.
4. Current news of what the Lord is doing in and through His people is the mainstay of *New Life*. The main focus of this news is that of the non/trans/multi/inter-denominational church, although news from the various denominations which is of interest and help to the wider church is also carried.
5. News is people, and believing in the importance of every individual soul in the eyes of the Lord, *New Life* endeavours to carry every level of news, from the life events of little-known Christians to the words and works of the great.
6. *New Life* adheres to the conservative evangelical Christian faith, and while reasonable latitude is given to contributors, those of a more liberal persuasion will find adequate opportunity for the dissemination of their opinions in other publications.
7. A careful study of Luke 1.1-4 will provide contributors with guidelines from an exemplary Christian writer:
 - Write as a member of a committed team (Luke 1.1).
 - Strive for accuracy and faithfulness (Luke 1.2).
 - Be meticulous in gathering facts and assembling them in an orderly fashion (Luke 1.3a).
 - Write with specific individuals in mind, respectfully, and in a way which will resonate with them personally, answering their questions and meeting their needs (Luke 1.3b).
 - Aim to enhance and deepen the faith of your readers (Luke 1.4).
8. More generally, contributors should strive for a crisp, conversational style, using simple sentences and short paragraphs. Open with an arresting sentence, build up interest point by point, and close memorably.
9. While the 'Golden Rule' ('do to others as you would have them do to you') should always be our practice, it should come to the fore when we disagree with our fellow Christians, especially when we write Letters to the Editor.

10. The editor is your friend. The writer's task is to write good material, and the editor's task is to make it look good and to blend it in with the other material published.
11. Contributions should be submitted as Word Document (or compatible) files to: editor@nlife.com.au
12. Pictures should be sent as separate files (not embedded in text files) in .PDF or .JPEG format if possible and hi-resolution if possible.
13. Prospective contributors will help the editor considerably by observing articles already printed and noting the style embedded in them. The following are some elements of *New Life's* 'House Style':
 - All personal pronouns (I, Me, My, Mine, You, Your, You're, He, Him, His) referring to the Deity in any of His Persons are capitalised, but not relative pronouns (who, whose, whom, which, what, that).
 - Regarding capitalisation:
 - 'Church' is capitalised when it refers to the whole Church. When it refers to an individual church in a particular geographical place or area, 'church' is not capitalised.
 - 'Gospel' is capitalised when it refers to those written by Matthew, Mark, Luke and John or when it refers to the Gospel as a whole ('the Gospel ... is the power of God ...') but not when used as an adjective ('gospel truth').
 - 'Earth' is capitalised when it refers to the planet. When it refers to the material in which we grow our crops, 'earth' is not capitalised.
 - 'King' and other titles are capitalised when they qualify proper nouns, eg, 'King David' but not 'the king said.'
 - Scripture quotes are usually from the NIV version of the Bible.
 - Scripture references are given in full with a full point rather than colon as separator eg John 3.16, NOT Jn 3:16.
 - Date format is dd#month#yyyy eg 1 January 2012 (note: not 1st, 2nd, 3rd, 4th etc.)
 - Single quotation marks denote the opening and closing of a quotation, with double quotation marks for quotes within quotes.
 - Australian English spelling and grammar is generally preferred over American spelling and grammar ('gaol' rather than 'jail').
 - The use of nouns as verbs should be avoided ('she wrote' rather than 'she authored').
 - Numbers one to ten are written in full; numbers from 11 onwards are written as numerals.
 - Spelt 'and' is preferred to the ampersand ('&').

- The first word in the first paragraph of a new article is set in upper case.
- The first paragraph of a new article is not indented, neither is the first paragraph after a cross-head (sub-heading).
- Succeeding paragraphs are indented five spaces.
- One space is used to separate sentences, not two as used to be the case with typewriting.
- Headings are usually set in 'Title Case' (ie all words, including articles (a, the) and prepositions begin with a capital letter).
- Book and periodical titles are italicized rather than enclosed in quotation marks (ie *New Life* rather than 'New Life').

Your co-operation in observing these points of style will be much appreciated as it will save a lot of time from 'double-handling'.

If you have any further queries or suggestions, call Bob Thomas on 0417 592 646 or email editor@nlife.com.au