

# *Memphis Woman Magazine*

## **Contributing Article Guidelines**

Thank you for your interest in contributing an article for Memphis Woman Magazine. Here are some guidelines on what we're looking for.

**PITCHING A STORY OR ARTICLE IDEA** - We do not accept queries over the phone. Queries should be submitted in writing via e-mail only and consist of three parts:

- What is the story? A brief synopsis written in the style of your proposed piece.
- How will you tell it? Detail what sources you will use if any.
- Why is this story right for Memphis Woman Magazine? Please know about our magazine before and please pitch an actual story idea that fits one of our sections shown below. Sending an email that simply lets us know you would like to submit an article doesn't really tell us a lot about you, or what you're interested in writing about.

Sometimes it takes a while to get around to reading queries. Because of our staff size and the volume of queries we receive, it is impossible for us to respond to every query. We will do our best to respond to your query in the timeliest manner possible. We prefer that you follow up with us via email. No phone calls please. Please understand you may not have what we're looking immediately for but it may be something we can use in the future.

**CONTRIBUTING AN ARTICLE** - If your article fits a particular section of Memphis Woman Magazine, it may be considered for print. There is no pay for contributing articles. The following is important for contributing editorial:

- Memphis Woman is not a forum for political or religious views. We are also not interested in any male-bashing articles, fiction or poetry.
- Actually read the magazine before you pitch. Get to know the regular columns and departments. In your pitch, explain where in the magazine you think your article would best fit.
- Articles must be no more than 500 words.
- Articles cannot promote products or services.
- Articles should be informative, educational and are not to promote a business or service. Contributors are allowed a tagline with business information (if it applies) and contact info. A digital headshot of the writer is welcome but not required.
- Include writer's name, phone number, and email address for our records. Anonymous editorial submissions are not welcome. All articles need a writer's name for print.
- We are not interested in articles that have been submitted to other publications. Articles must be EXCLUSIVE to Memphis Woman Magazine.
- Articles should be written in third person except for Mommy Notes and Reader Tips on any of the following ideas shown below.
- Editors reserve the right to edit and shorten articles and tips as necessary.

**EDITORIAL SUBMISSIONS** - Microsoft Word .doc file OR .rtf file

**PHOTOGRAPH SUBMISSIONS** - Preference: e-mail photos. Compress file attachments (.zip) or send separately. Best formats for photos that are e-mailed as attachments: High-res JPEGs, PDFs, or TIFs, 300 dpi. If sending prints, include SASE for return. Send copies only; we can't guarantee return of originals. Label on all prints (or include in all photo filenames) the article title for easy identification. Always include captions/cutlines and photo credits for all photos.

Submit query letters in writing and editorial submissions to MemphisWoman@mac.com. Due to the volume of mail we receive, we regret that we cannot respond to everyone.

We cannot be responsible for unsolicited manuscripts, slides, photographs or other material.

### ***Editorial Departments Include:***

#### **CIRCLE OF LOVE**

Mommy Notes – Sharing ideas, funnies, & photos from local moms  
Today's Parent – Ideas & tips from the experts  
Love Life – Sharing ideas and tips from experts  
Here Comes the Bride! - Free wedding announcements including photos  
Switching Gears - Sharing ideas and tips from readers & experts on taking care of Mom & Dad  
Mature Living – Retiring & living well as we age

#### **ALL ABOUT ME!**

Down Time – Tips from readers and experts on taking care of yourself  
Healthy Living – Health & medical news for you and your family  
Career Wise – Your job and the balancing act  
Single in the City - What's hot and what's not in Memphis for the dating scene  
Time Out! – Sharing vacation ideas, tips & photos from our readers. Expert travel tips & news too!  
Faith & Spirituality - From our readers and experts

**MUST HAVES!** – *Really hot retail items from retail advertisers*

#### **IDEAS FOR LIVING**

Living Green – Living environmentally friendly, saving energy, saving money & more!  
New Digs – New spaces, new designs, mature living and more!  
Unique Creations – Arts & crafts of all kinds!  
Wine & Dine - Food & drink ideas from around the world and in your own backyard!

#### **ALL ABOUT WOMEN**

Mommypreneurs - Moms who have created home-based business while raising a family!  
Women You Need to Know - Highlighting women's volunteer, fundraising & business organizations - and women of Leadership, Courage and Spirit.  
Contributed – 300-400 word limit with digital photo.  
Ladies Who Launch - A new organization of inspiring women - one we'll highlight each month!  
Women on the Move - Announcements for new hires, promotions, awards, elections, achievements & appointments - new business start ups too!

Revised: September 2007