

## Article Guidelines for [www.JobToJoy.us](http://www.JobToJoy.us)

**Job To Joy** focuses on a positive, encouraging tone for people in a job or career transition.

### Basic Mechanics

1. Article name & your name, such as: **“Ten Ways to Survive Job Loss” by Your Name.**
2. In the subject line of your submission e-mail, put: JobToJoy Article “Title”.
3. Articles range from 450 to 850 words, and should have an appropriate title.
4. Articles need to indicate your chosen Topic section; such as:
  - ⇒ **Job Hunting Tips,**
  - ⇒ **Career Change,**
  - ⇒ **New Job 101,**
  - ⇒ **Technology Tips.**
5. Put your contact information in the header or e-mail of each article you submit (see example above), Include your: name, mailing address, e-mail address, and 10-digit phone number. This is only in case we have a question; it is not posted with your article.
6. Electronic submissions only; as an attachment, or in the body of your e-mail message.
7. Article format includes: a title, a straight-forward how-to format, and may include “why” and references to resources (resources you quoted or resources you recommend), and a summary or call-to-action conclusion.
8. Articles emphasize business-like information to help our audience by offering them practical help in job hunting, career change, shining in a new job, or dealing with technology challenges. Articles are not emotional or spiritual appeals to Christian behavior; those may be written as devotions (see our devotion guidelines).
9. Put your author’s/speaker’s BIO in the footer, or after the article (see example below).
10. Attach a photo of yourself to your e-mail; JPG file types are preferred, small files please.

### Article Writing Tips

1. The [www.JobToJoy.us](http://www.JobToJoy.us) ministry welcomes beginning and advanced writers.
2. Begin with your own experiences, the experience of others close to you, or research.
3. Articles should TEACH the reader how to do something related to job and career topics.
4. If you have too much material for a single article, break it into logical pieces and submit a set of articles; for example, *Fifteen Ways to Shine in a Job Interview* could be broken into 3 articles:
  - ⇒ *Fifteen Ways to Shine in a Job Interview, part 1: Preparation*
  - ⇒ *Fifteen Ways to Shine in a Job Interview, part 2: Professionalism in an Interview*
  - ⇒ *Fifteen Ways to Shine in a Job Interview, part 3: Post-Interview Follow-up*
5. Cite any sources from which you quote, use APA style endnotes (see our [APA Primer](#)).

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**EXAMPLE Writer’s BIO:** Jeanetta Chrystie is a freelance writer and speaker. She has sold more than 500 articles, 200 newspaper and newsletter columns, and 50 poems. She founded the Ozarks Chapter of American Christian Writers (see [www.OzarksACW.org](http://www.OzarksACW.org)); and teaches online college courses for Southwest Minnesota State University. She and her husband enjoy gardening, Skype with their grandchildren, and snuggling by the fireplace & on the porch swing.