

Quotations, Humor, and Cartoon Guidelines for www.JobToJoy.us

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

Basic Mechanics – Quotations

1. You may type your quotation submission in the body of an e-mail, or attach it.
2. In the subject line of your submission e-mail, put: JobToJoy Quotation Submission.
3. Quotations need their original sources cited.
4. Include your contact information in the e-mail with each photograph you submit, Include your: name, mailing address, e-mail address, and 10-digit phone number. This is only in case we have a question and is NOT posted with your poem.
5. Electronic submissions only. Quotations should relate to our audience's needs.
6. Quotation submissions are not reflected are our Author's page, so no photo is needed.
7. Please specify whether the quotation is copyright free for use on free e-cards.

Basic Mechanics – Humor

1. You may type your quotation submission in the body of an e-mail, or attach it.
2. In the subject line of your submission e-mail, put: JobToJoy Humor Submission.
3. Humor, if it is not your original joke or humorous story, needs the original sources cited.
4. Include your contact information in the e-mail with each submission, Include your: name, mailing address, e-mail address, and 10-digit phone number. This is only in case we have a question and is NOT posted with your submission.
5. Electronic submissions only. Humor should relate to our audience's needs.
6. Only original humor submissions are reflected are our Author's page, so attach your BIO and a photo or yourself if the story is original. Preferred photo format is JPG files, but some other digital photo types can be accepted.
7. Quoted humor should cite its original source, in APA style please (see APA Primer).

Basic Mechanics – Cartoon

1. Cartoon submissions need to be attached to an e-mail. Electronic submissions only.
2. In the subject line of your submission e-mail, put: JobToJoy Cartoon Submission.
3. Cartoons need to be your original work. Cartoons should relate to our audience's needs.
4. Include your contact information in the e-mail with each submission, Include your: name, mailing address, e-mail address, and 10-digit phone number. This is only in case we have a question and is NOT posted with your submission.
5. Only original cartoon submissions are reflected are our Author's page, so attach your BIO and a photo of yourself. Preferred photo format is JPG files, but some other digital photo types can be accepted. Small digital files please, not TIFF files.

Example 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); 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.