EXAMPLE Header: Jeanetta Chrystie Word count: 600

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MyTown, MO 65800 Suggested Tags: moving, family, friends Phone: 555-444-1212, Fax 555-444-2121 E-mail: **Editor@JobToJoy.us**

Category: Share Your Success; Topic: Relocation Tips

"Share Your Success" Guidelines for www.JobToJoy.us

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

Basic Mechanics

- 1. Title & your name, such as: "Ten Ways to Help Your Family Move" by Your Name.
- 2. In the subject line of your submission e-mail, put: JobToJoy Share Your Success "Title".
- 3. Share Your Success stories are 500-800 words, and should have an appropriate title.
- 4. Share Your Success stories need to indicate your chosen Topic section; such as:
 - **⇒** I Moved to Ministry,
 - ⇒ I Left My Job,
 - ⇒ My Job Left Me,
 - **⇒** Relocation Tips, or
 - **⇒** Transition Times.
- 5. Put your contact information in the header or e-mail of each submission (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. Share Your Success story format includes: a title, your personal experience story, how God or family or friends helped, and a conclusion including something you learned.
- 8. Share Your Success stories emphasize personal experiences that ended positively; such as a: career change, moving for a new job, or answering a new calling on your life. They may be emotional or spiritual appeals illustrating Christian principles. If you are citing Scripture, you may have a Devotion instead of an Article (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.

Share Your Success Story - Writing Tips

- 1. The www.JobToJoy.us ministry welcomes beginning and advanced writers.
- 2. Begin with your own experiences, or experiences of those close to you (with permission).
- 3. It should inspire readers to cope positively with their own job and career changes.
- 4. Focus on one event. If you have too much material for a single article, break it into logical pieces and submit a set of stories; for example, *How I Learned to Accept Change* could be broken into 3 articles:
 - ⇒ How I Learned to Accept Change, part 1: Becoming Submissive
 - ⇒ How I Learned to Accept Change, part 2: Recovering A Positive Attitude
 - ⇒ How I Learned to Accept Change, part 3: Moving Forward with Anticipation
- 5. Cite any sources from which you quote, use APA style endnotes (see our APA Primer).

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 several 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.