



RADIANT NYC GUIDELINES FOR CONTRIBUTING WRITERS

RADIANT's vision is to enlighten and empower every NYC woman to pursue a lifestyle of resilience and radiance. We do this by sharing:

- insightful, wise content through our online magazine that gives clarity, courage, and confidence to women in the city.
- captivating stories of real women showing their beauty and the grit it takes to live in New York City.

The aim of the content is to enter into the conversations our woman is having with her friends and colleagues.* We want her to say "I read/listened to _____ on RADIANT and they say _____." Or "I read a story about that on RADIANT."

Please read the following guidelines in their entirety before sending in your article:

1. We are looking for articles that fit within the following different categories:
 - Health + Wellness
 - Relationships
 - Racial Justice + Healing
 - Work + Career
 - Lifestyle
 - Moms + Families
 - Faith + Spirituality (see note at the end of this document)
2. Your article can be a personal story or practical wisdom/advice that fits into one of these categories.
3. Be NYC specific where possible.
4. Keep articles to around 700-900 words.
5. Submit as a Word document or Google doc.
6. Use single spacing with double spaces between paragraphs. Please do NOT indent.
7. Use Times New Roman 12 font.
8. Use single space and not double spaces after a period.
9. The article should be original work not previously published online, including on your personal blog. If you do wish to publish the article on your blog we ask that you add an excerpt on your own site and link to the full article on the RADIANT website.

10. You may include a title suggestion but the final decision is made by the RADIANT team.
11. All submissions are taken as final. We reserve the right to edit the article as needed to suit our audience. We will allow you to review your article if we make substantive edits. However, we ask you NOT to make additional changes beyond our suggestions. If we cannot come to an agreement about what to publish, we may have to decline to publish your article. We hope this is never the case.
12. If an article does not meet the writing standard or voice we require, we will let you know. However, we want to help you improve your writing and so, where time allows, we will make suggestions and give you opportunities to make changes. Our goal is always, where possible, to publish your article because we appreciate your hard work and effort.
13. Add a question at the end of your article to invite comments.
14. Please submit your article by the date specified.
15. Include a short bio saying where you live (the general area not address) and what you do in NYC — or where you used to live/work.
16. The RADIANT creative team will provide and choose an image to go with your article.

Special Note:

If you are writing an article in the Faith+Spirituality category. Please consider the following:

- As you write, read what you have written and listen to it as if you had never been in a church in your life, or never heard of Jesus. Now remove all the words you wouldn't understand — all the Christian jargon. Write in a way someone without a Christian faith would understand, as this is the woman we want to reach.
- Through your story or wisdom, show how Jesus is a foundation and an anchor that grounds us firm and secure as we face the unpredictability of life.
- Use Bible translations that are more everyday language eg The Message, The Passion, VOICE, Contemporary English.
- Do not capitalize pronouns for God.