

EXAMPLE Header: Jeanetta Chrystie
5042 E. Cherry
MyTown, MO 65800
Phone: 555-444-1212, Fax 555-444-2121

Word count: 400
Category: Devotion
Suggested Tags: faith, trust, hope, peace, moving
E-mail: Editor@JobToJoy.us

Devotion 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. Name your devotion and include your name, such as: “Devotion” by Your Name.
2. In the subject line of your submission e-mail, put: JobToJoy Devotion “Title”.
3. Devotions should be about 250-450 words long, with an appropriate title.
4. Put your contact information in the header or e-mail for each devotion 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 and is not posted with your devotion.
5. Electronic submissions only; as an attachment, or in the body of your e-mail message.
6. Devotion format includes: a title, quoted scripture verse, personal witness or reflection on scripture. It may also include: a “thought for the day” (a pithy, summarizing statement), and end with a “prayer focus” or “challenge to action” or a relevant quotation.
7. Avoid preaching (such as “you should ...” or “we must ...”).
8. Give references for scripture passages, including the Bible version (as Ps. 119:11 AMP).
9. Give the original source of materials you quote.
10. Put your author’s/speaker’s BIO in the footer, or after the devotion (see example below).
11. Attach a photo of yourself to your e-mail; JPG file types are preferred, small files please.

Devotion Writing Tips

1. The www.JobToJoy.us ministry welcomes beginning and advanced writers.
2. Begin with studying and meditating on the Bible so its power supports your words.
3. Connect scripture with your own life. Your experience is unique. Good devotional writing is authentic. It connects real events of daily life with the truth of God.
4. Make only one point. Think snapshot, not movie. Perhaps you have 3 devotions, not 1.
5. Describe a situation that you link to a Bible passage, using a specific life event.
6. Share your struggles and how faith or Bible truth helped or was proven true to you.
7. Use language and examples that appeal to the five senses. Tell what you heard, saw, touched, smelled, tasted. If appropriate, use dialogue to tell your story.
8. Focus on nurturing the Christian commitment, spiritual growth, or encouraging readers.
9. Seek always to encourage readers to deeper engagement with the Bible or living in faith.
10. Review your devotion. Decide which details best convey your message, delete the rest.

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.