Style Guide for

*Life Matters Journal*,
a publication of Rehumanize International

Updated 3/26/2019

We are working to create a culture of peace and life and in so doing, to bring an end to all aggressive violence against humanity through education, discourse, and action.

We at Rehumanize International, publisher of *Life Matters Journal*, believe that the right to life is primary and foundational for any other liberty to be granted; indeed we cannot act on our liberties if we do not first live! We are therefore active in the causes against abortion, unjust war, euthanasia, capital punishment, embryonic stem cell research, torture, domestic abuse, suicide, and human trafficking. We know that this is indeed a broad range of issues, but we firmly believe that they are all intertwined, and, like Martin Luther King, Jr. once said, "injustice anywhere is a threat to justice everywhere."

We must realize that the most important issue of our day is the neglect of the dignity of human life. Those on all sides of the political spectrum, and from all angles of belief and religion should be able to put down their arms and join together on these issues. We must create a space for these issues to be discussed, for opinions to be delineated for the cause of life without the fetters of political parties or the leash of any one particular religion.

*Life Matters Journal* submissions ideally prompt discussion or condense an aspect of or event related to one of the issues we cover into a summary or analysis. *Life Matters Journal* draws attention to the following issues: abortion, euthanasia, sexual assault/rape/domestic violence, human trafficking, abuse, the death penalty, embryonic stem cell research, torture, police brutality, and unjust war.

All submissions are subject to editing by our Executive Editor, and may be altered for length, readability, or precision. All submissions will be acknowledged within 10 business days. If you have not heard back within 1 month about acceptance, please feel free to follow up.

To submit, please email a google document or in-line submission to kelly@lifemattersjournal.org.

**Accepted submissions receive a $40 honorarium.**

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### Types and Descriptions of Desired Submissions

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<th>Type of Submission</th>
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| Current Events           | *700-1400 words*  
These pieces are similar to those of the news media but with a Consistent Life Ethic analysis. Ideally would include quotes from *at least* one person you have interviewed (via email/Skype/phone or in-person… Facebook only if necessary) and 2-3 related news articles or other sources, one of which must be “neutral” or mainstream (for example, Reuters, AP, Wall Street Journal, Chicago Tribune, CNN). Avoid relying on unreliable or highly politicized news sources. Do not use Wikipedia as a direct source, but we recommend using the references Wikipedia articles cite. Use your best judgment. | *- High-profile legal cases*  
*- Laws and the enforcement thereof*  
*- Ongoing political campaigns*  
*- Demonstrations/rallies or conferences*  
*- Developments in foreign or domestic policy, specifically military actions* |
| International Feature    | *700-1400 words*  
An analysis/insight into an international event, law, or cultural policy or norm. | *- Ireland’s abortion referendum*  
*- Iranian death penalty laws* |
| Essay (Academic or Personal) | *700-2100 words*  
Essays are generally longer pieces that maintain a narrative point of view, explaining a topic, historical event, or perspective from a neutral standpoint. | *- How two issues are related*  
*- Further research into a specific topic, such as alternatives to ESCR* |
| First-Person Narrative   | *700-1400 words*  
Tell a personal story about your own experiences defending life, or a personal story that highlights the importance of life! | *- Personal experience in affirming life, such as in the cases of issues like abortion, euthanasia, etc.*  
*- A conversion-to-life story on any topic within our mission* |
| Opposing Views           | *700 words total*  
*250-350 words per author*  
A brief reflection/opinion blurb on the position for/against a given topic. These will be solicited directly from our editorial team. Please do not submit an unsolicited opposing views piece. | *- For/against protests and marches*  
*- For/against abolitionism vs. incrementalism* |
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| These pieces can review movies, books, TV shows, video games, music videos, music, art exhibit, fashion and more through the lens of the Consistent Life Ethic. | - Reviewing a movie that’s new to theaters (science fiction tends to be a great genre for this)  
- Analyzing the themes and lyrics in a song |
| Poetry | 10-30 lines  |
| Poetry does not need to rhyme but it should remain meter and maintain flow and ease of reading. You may describe a situation, person, problem, object… As long as it addresses a CLE topic, feel free to get creative! | - Haiku, sonnet, free verse, or song lyrics about any CLE topic |
| Short Story | 1400-2800 words  |
| Tell a complete story illustrating an aspect of one or more of the issues we cover. Your story can be extended into subsequent issues, but the whole outline of the piece must be submitted all at the beginning with the first installment. | - Speculative/science fiction that addresses a topic within our mission  
- A story in modern or historical times that upholds the humanity of a marginalized group  
- Get creative! |
| Editorials | 600-1400 words  |
| Opinion pieces can be persuasive or expressive, on a topic within the Consistent Life Ethic genre. | - Opinion piece on a hot-button topic from recent events  
- Personal insight into an issue due to recent events |

As a general rule, we now develop themes for issues around 6 months ahead of publication. If you have a desired topic for a piece you want to submit, please consult with our editorial team as soon as possible to see when in our editorial schedule it could potentially fit in.
General Format for Submissions

1. All text submissions should be grammar-checked, double-spaced, and include at the author’s name, contact information, and a title for the article/piece.

2. Submit all pieces in a .doc, .docx, or Google Docs document. If you are submitting more than one, put each in an individual Word document.

3. Please check for consistent verb tense throughout your piece so readers and editors can better understand your work.
   a. In news articles, always use past tense.
   b. In short stories, you may use any tense, but use your best judgment.
   c. In opinion pieces and essays, you may switch tenses. For example, if you are quoting someone, you would generally use past tense, but if you are expressing an opinion, you may use present tense (or switch if you are comparing your current views and past views).

4. Please insert only one space in between sentences. This is critical for uniformity and spacing sentences the same throughout your piece will save time for editorial volunteers.

5. Please always highlight in yellow the words that you want us to italicize. That way, our layout designer can easily see them while going through a lot of text.

6. Em dashes should be in this format only: word — word. One space. Please use an actual em dash, which be found by:
   a. through typing “(word) -- (word)” in Microsoft Word,
   b. inserting the em dash symbol included in Word,
   c. or for other word processors: by searching “em dash” in a search engine and copying and pasting it.

7. If you are writing an essay or news article, then you must cite your sources. The Life Matters Journal editorial board has selected the Chicago Manual of Style as our guide to citations.
Using the Chicago Manual of Style

The Life Matters Journal editorial board chose Chicago style because this citation style’s emphasis is on the source of the information. Here are the requirements for writing endnotes. These are taken from Purdue University’s Online Writing Laboratory’s guide. For further information and more details on how to cite sources, check out the OWL’s webpage on the Chicago Manual of Style (https://owl.english.purdue.edu/owl/resource/717/01/) or the Chicago Manual of Style Online’s website (http://www.chicagomanualofstyle.org/home.html).

- Include an endnote each time you use a source (direct quote or summary/paraphrase). Endnotes are at the end of the document.
  - (If you do not know how to format endnotes using your word processing program, footnotes are acceptable.)
- At the end of a sentence including a quote or fact that requires citation, insert a sequentially superscripted number after the final punctuation mark. At the end of the document, the corresponding number should include the information usually used in a works cited.
- For the first note for each source, include all relevant information about the source: author’s full name, source title, etc. After that, simply include the author’s last name, a short form of the title (if the title is more than four words) and page numbers, if your source has them.

**Chicago citation style for some of the more common types of sources is as follows:**


**Interview/personal communication:** Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 24, 2015.

**OR**
Andrew Macmillan (principal adviser, Investment Center Division, FAO), email message to author, September 24, 2015.

- Citing the same source & page numbers twice or more in a row? Write “Ibid.”
  - Citing the same source but a different page number? Use “Ibid, pg#”
- Endnote formula: “#.” For example, “4. ” (without quotation marks). **Please do not use Roman numerals.**
Grammar Tips and Resources

One of the editors’ favorite online resources for basic grammatical help is Grammar Girl (http://www.quickanddirtytips.com/grammar-girl).

Our top picks include the following:

- Can you start a sentence with a preposition? (http://www.quickanddirtytips.com/education/grammar/can-you-start-sentence-preposition)
- How to use quotation marks (http://www.quickanddirtytips.com/education/grammar/how-to-use-quotation-marks)
- Who versus Whom (http://www.quickanddirtytips.com/education/grammar/who-versus-whom)
- Avoid this common passive voice mistake (http://www.quickanddirtytips.com/education/grammar/avoid-this-common-passive-voice-mistake)