



# Heart *of the* Matter

{ MAGAZINE }

**Heart of the Matter Magazine's** unique style consists of educational journeys, inspirational tutorials, and joyful experiences submitted by “real people,” the parents and caregivers that are on the job, for the edification of the family as a whole. Our goal is to bridge the gap between the child and the parent, a relationship designed by God. We hope to provide resources so that the families can take ultimate control of their child's well-being and education as well as articles that are informative, engaging, factual but entertaining, and above all, filled with love!

We dislike our readers being written down to, preached at, or judged. There will be no one sided articles published (about, for example, natural childbirth is superior to hospital births) but we do invite articles on the benefits of these practices. We provide a magazine, online conferences, videos, how-to tutorials, reviews and more for the busy family. I think what sets us apart is that we are women of an eternal God, placed in this day and time for a reason, so we are not living in days past.

We want to meet the needs of every family. That includes those in urban and suburban areas; families with moms that stay-at-home or work outside of the home; families that consist of lots of children or just one child, single dads or single moms, new families, homeschooling families or co-schooling families, grandparents or other family that are primary caretakers of children. All classes, all races, all denominations have the same thing in common: a desire to be the very best that they can be.



## **Please note that Heart of the Matter Online is always looking for:**

- Articles pertaining to homeschooling
- Photographs for the magazine cover and for articles
- Printables
- Projects
- Links
- How-to videos

Please see guidelines below before you submit any of the above to The Heart of the Matter.

### **Submit**

Your article must meet our guidelines (bottom) to be considered. Articles should be edited carefully for spelling, grammar, and form. It should appear as you would like to see them published. We may assume that any “errors” we encounter are part of the artistic angle of a piece or we may choose to edit confusing segments. Please email your submissions to [the.amies@heartofthemattermagazine.com](mailto:the.amies@heartofthemattermagazine.com). Along with your submission please include your First and Last Name, State or Country where you reside, Email Address, and the Date. We only accept electronic submissions.

### **Response**

We make every attempt to respond as quickly as possible. However, please understand that it may take us a few weeks or up to a few months to reply. If you have submitted an article and we have not responded within two months please feel free to contact us about the status of our decision.

### **Acceptance**

If you are accepted you will be notified via email. We will then let you know when your article will appear and we will also request a short biography and photo to accompany your article. This will be needed within 3 days. Ownership of the articles remains with the author however, once an article is published it will not be removed from the site.

### **Payment**

We do not offer payment for articles submitted to The Heart of the Matter. Submissions are done on a volunteer basis only.

We will not link to any blog or website that does not meet the following guidelines: The blog must not contain profanity or lewd comments. The blog must not contain inappropriate photos. The blog must not be degrading to or belittling any particular homeschool method or faith.

## Content

- Articles must be between 750 and 1200 words.
- Formatting must be set to Times New Roman, 12pt including before the paragraph and a single return between paragraphs.
- Articles must be non-fiction pieces that target families with children from birth through college. We are looking for humorous, inspirational or thought-provoking personal stories and well-researched practical information that appeal to a wide variety of families and will inform families on subjects relevant to their lives.
- Articles must be written from a biblical, not doctrinal, perspective. We welcome the use of scripture but be advised that we do not accept devotional style material.
- Each issue is theme based and the content you submit should be relevant to the theme. Please see schedule below for a timetable of themes.
- Submit articles prior to or on due date specified in order to be considered for that issue.
- The following must be included on the first page: the author's name, address, email address, phone number, title of piece and the word count of the article.

## Be Advised

- The article must not contain profanity or lewd comments.
- The article must not contain inappropriate photos.
- The article must not contain anything that is anti-biblical in nature, stance, or perspective.
- The article must not be degrading to or belittling any particular parenting or educational method or faith. The best way to get your point heard is to speak positive about your position and not negatively about another person or group's position.
- Previously published articles are welcomed as long you retain all rights to the work. We do request that you provide us with a list of places the article was previously published.
- We will not link to any blog or website that does not meet the following guidelines: The blog must not contain profanity or lewd comments. The blog must not contain inappropriate photos. The blog must not be degrading to or belittling any particular parenting or homeschool method or faith.

## By submitting your article you agree to the following:

I certify that I am the author or sole owner of the article that I am submitting to Heart of the Matter and its subsidiaries. I certify that I have given reference to any sources that may have been cited within the article. I certify that I have permission to use any copyrighted material within the article. I give permission to Heart of the Matter to publish, display, edit, modify, and otherwise use the material for any purpose in any form and on any media. I understand that I am giving Heart of the Matter non-exclusive rights to archive my article on the site for future readers for an indefinite amount of time. I understand that I do not lose rights to my work at any point in time.

## Be Sure To:

- Proofread your article.
- Include photos.
- Write out directions so that they are friendly and conversational: “Color the diagram and then have your child cut it out along the lines and paste onto the worksheet provide. Then, insert into a sheet protector for safekeeping.” is better than “Color, cut, paste, and insert into sheet protector”
- Avoid the use of she/he and him/her unless telling of personal experiences. Instead use they/them or “the child” etcetera.
- References must be cited at the foot of the article.
- Please use spell check prior to submission. Homeschool is one word even though some spellcheck programs have not been updated to reflect that.
- Any references to “God the creator” must be capitalized: God, Him, He, Almighty, Creator, Lord, etcetera. References to general items should not be capitalized: bible, church, scripture.
- Use subtitles and bulleted lists that are enticing.
- Whenever scripture is quoted, spell out the entire name of the book. Include the translation and as well.
- Avoid redundant expressions and wordiness in writing.
- Include a short bio (100 words or less) and a photo of only yourself.
- Don't Plagiarize. The bottom line is that is illegal no matter how you look at it. Your works should be your own and if you quote someone, cite your source.
- Be aware of your audience. Each piece should have a narrow, target audience.
- Do not use any additional formatting in your submission.
- Check out Writing Lab and Writing Fundamentals for tips on writing.
- Email submissions to [submissions@heartofthemattermagazine.com](mailto:submissions@heartofthemattermagazine.com) or mail to:  
Heart of the Matter Magazine Editor  
PO BOX 686  
Brice, OH 43109

## **2009 Calendar for Magazine (Heart of the Matter Online takes submissions for all areas year round)**

### **Issue 1: Winter**

**Due by November 1, 2008 / Released January 8, 2009**

- Marriage/Romance
- Beating Burnout
- Science
- Physical education
- Dad's in the homeschool
- A "day in the life of our homeschool"
- Homeschooling methods (Trivium, eclectic, Montessori, unschooling, classical, CM etc.)

### **Issue 2: Spring**

**Due by January 1, 2009 / Released March 8, 2009**

- Homesteading (gardens, canning, freezing, etc)
- Spring themes
- Nature Studies
- Motivation
- Conventions
- Curriculum Insight
- Readers Favorite Products (based on surveys and votes)
- Math
- Extra Curricular Activities
- Graduation
- College Admissions & planning
- Year round homeschoolers
- Field Trips (how to plan, ideas, favorite field trips etc.)
- Preschool/kindergarten issues, learning, development etc.
- Piano/music/art
- Lapbooking
- Finding Joy
- Sports

### Issue 3: Summer

**Due by April 1, 2009 / Released June 8, 2009**

- Summer themes
- Camps
- Family Vacations
- Back to school ideas
- Learning Styles
- Approaches & Methods / Faith based teachings/instruction
- Co-ops
- Educating the heart of the child
- Finding the right support groups/support
- Networking
- Web resources
- Blogging
- Teaching resources (books etc.)

### Issue 4: Autumn

**Due by July 1, 2009 / Released September 8, 2009**

- Fall activities
- Family Traditions
- Family Fun Times
- Disciplines / Rewards
- Going Green in the homeschool
- Foreign language instruction
- Money making ideas / Money Saving ideas
- Language arts
- 3 R's
- Thanksgiving
- Christmas
- Organizing Tips
- Friendships
- Homemade gifts
- Recipes/Quick and easy cooking
- Housekeeping tips and efficiency / Chores for kids
- Geography/Social studies
- Indoor activities for beating the winter blues

*Each issue will contain: printables, unit study materials, fun projects, reviews, and walk-throughs. (walk-throughs are step by step teaching tutorials for electives. Ex: sewing, photography, web building, gardening, etc.) You are welcome to submit any of these items any time.*

## Suggested Resources

**Style guide:** Words Into Type, The Chicago Manual of Style 15<sup>th</sup> Edition and The Associated Press Stylebook and Libel Manual

**Dictionary:** Webster's Collegiate 11th (use main entry, not variant), backed up by Webster's 3<sup>rd</sup>

**Food:** Recipes Into Type, International Dictionary of Food and Nutrition

## General Style Points

**Ages:** Figures for all

**Alphabetizing:** dictionary/letter-by-letter style: consider all letters in sequence up to a comma. Thus, for example, home education comes before homeschooling, and books, movies, before toys. Arrange all lists alphabetically — for example, a list of books or places to visit — unless there is a distinct reason for doing otherwise (going chronologically, for example).

**Case:** Use proper case. Do not submit articles in all caps or all lowercase.

**Directions:** Do not write in an elliptical style.

**Formatting:** Times New Roman, 12pt. It is also formatted with 12pt before the paragraph and a single return between paragraphs.

Latin abbreviations: None (no i.e., e.g.; etcetera is spelled out)

**Materials lists:** Use prepositions (except for recipe ingredients lists); list items in the order they appear in the instructions

**Dates:** Figures for all, centuries and decades excepted (see Dates)

**Degrees:** Figures only: 325° oven (only use for symbol), 40-degree angle, temperatures of 75 degrees

**Instructions:** In recipes and craft pieces, use figures for quantities directly related to the ingredients or materials, times, dimensions, and degrees. Spell out isolated numbers used in a general sense. So: Bake in a 9-inch square pan at 300° for 20 minutes; Add 2 cups of the cabbage, the remaining 2 teaspoons of salt, and 1 bay leaf. But: Cut in the butter with two knives; Ladle the soup into four bowls. Spell out one in the sense of one or the other.

**Money:** Apply General Rule to isolated sums: eight cents, 16 cents, five dollars, \$11 (with dollars expressed in figures, use the symbol); use figures for all when several sums are mentioned; spell as adjective: a five-dollar bill; spell out all in dialogue; for very large sums, express the zeros as a word: \$3 million, \$16 billion.

**Percent:** Always use figures; don't use symbol.

**Time:** Always use figures with A.M. and P.M. (small caps): 7 P.M., 7:30 P.M. In straight text, use words when the expression is simple: four-thirty, five o'clock, half past one "number" symbol: No. 6 (cap with period), Nos. 6 through 12

**URL vs. name:** Referred to as an "address," a URL is an expression of the location of a file; it is not the name of the Web site or business. A URL can stand alone, but make sure it is not implied to be the name of the site or business, as they may not be the same. Many Web-based businesses do not include ".com" as part of their name.

## Basic Punctuation

**Colon:** When it's used within a sentence, the first word of what follows is lowercased; when it introduces two or more sentences, a speech in dialogue, an extract, or a question, the first word is capitalized

**Comma:** A comma may or may not follow an introductory phrase (In the old days, ...). Use the serial comma (red, white, and blue). Use the parenthetical comma (My feisty cat, Pogo, ripped the furniture). Do not treat a name that follows daughter, son, etc. as parenthetical if it is unclear whether the person is the only daughter, son, or whatever: My son, Paxton, ... Drop the commas regardless if the name is used in the possessive: My youngest daughter Juliana's party. Be sure to omit from restrictive appositives.

**Dash, em** (option-shift-hyphen): Takes a space on either side. It's more common to close up on either side, but apparently, Web browsers cannot detect an em dash and will read it as part of a word. With so much of our content being repurposed for the Web, we should use the spaces.

**Dash, en** (option/hyphen): Close up. Use in a compound instead of a hyphen when two words modify an adjective or participle, or when one of the components already contains a hyphen: Miami-based Company, French-Canadian heritage. Also represents the word to, such as for number ranges in close text (in most cases, use the word).

**Hyphen:** Open style — avoid hyphens unless clarity demands them. Thus: paper towel tube telescope; credit card debt. Do not hyphenate proper names with interior caps when they break between words, or Web and e-mail.

**Quotation marks:** None around messages and mottoes, which simply take an initial cap; none to indicate "so-called" in crafts. Use around any quote from printed material, including signs and their projects: I spelled out "Ben Goes to Camp" with stickers; We put the pages in a binder, which we titled "Ben's First Summer Camp."

**Typeface for:** Commas, colons, semicolons, dashes, and periods are set in the same style as the preceding word.