

Submission Guidelines for *Lay Witness* Magazine

Please see our Book Review Guidelines for questions about submitting book reviews.

Description of Our Publishing Goals

Thank you for your interest in submitting your original works to *Lay Witness* magazine. We encourage you to familiarize yourself with our publishing goals. *Lay Witness* is the flagship publication of Catholics United for the Faith, an apostolate committed to “supporting, defending, and advancing the efforts of the teaching Church.” As such, *Lay Witness* aims to promote the intellectual and spiritual formation of lay Catholics according to the mind of the Church and in the CUF spirit. In general, we accept articles that present authentic Catholic teaching in a fresh, practical way that will help our readers not only deepen their knowledge about the faith, but also apply these teachings in their daily lives, whether in their homes or parishes, at work, or in the public square.

Our choice of articles depends primarily on other material we have published on a given subject and how unique the presentation is. It helps if you include sidebars and/or photos. Writers are encouraged to read recent issues of *Lay Witness* to get a sense of the types of articles and writing style appropriate for our magazine. Also, check out CUF’s FAITH FACTS (available online at www.cuf.org) to familiarize yourself with our treatment of many doctrinal issues.

Submitting a Query Letter

We ask that you do not submit an unsolicited article without first submitting a query letter by email or postal mail. A query letter should consist of a one- to two-paragraph summary of the proposed piece, a detailed outline, and a list of sources (if applicable). If you have not previously been published in *Lay Witness*, copies of one to two previously published articles or other writing samples must be attached to your initial query letter.

Lay Witness generally does not accept previously published material unless it is specifically requested by the editor. If you think we might be interested in publishing an excerpt from a larger work, please indicate this in lieu of a query letter.

Deadlines

Lay Witness is a bimonthly publication (6 issues per year). Our deadline schedule is available upon request. Because most issues are planned at least six months in advance, queries should be submitted as early as possible, especially for seasonal pieces.

Manuscripts

Once an article has been assigned, the author is responsible for submitting a manuscript according to the following guidelines:

- A brief bio (no more than 40 words), the author’s name as it is to appear in print, and the author’s mailing address, phone number, and email address must appear on the last page of the article. Include the word count as the first line of text on the first page.
- For fact-checking purposes it is important to provide pertinent source information (i.e. references to documents, contact information for primary sources in the case of an interview, etc). This information may not be included in the printed article, but will enable the editors to

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keep the magazine as error-free as possible.

- Length requirements vary, but generally range from 800 words for columns to 1,500 words or more for features. The length of an article will be indicated when it is assigned.
- Manuscripts must be typed, double-spaced, on 8.5" by 11" paper with 1.5" margins.
- Please send manuscripts as Word documents (.doc) by email and retain a copy of your original file.
- **Plagiarism will not be tolerated.** It is the author's responsibility to obtain permission for extensive quoting or paraphrasing of another's work. Appropriate citation must be provided.

Web Publication

The CUF website features a mixture of content printed in our magazine and web exclusives. In addition to several feature articles per issue, we offer monthly columns online, as well as commentary and news about current events in the Church. Query letters proposing columns can be submitted in the manner described in the relevant section above.

Acceptance of Manuscripts

We do accept simultaneous submissions, but ask that you note this upon submitting your manuscript and inform us immediately if it is accepted elsewhere.

We will try to read and accept or reject manuscripts within four weeks of receipt. If you have any questions about the status of your submission in the meantime, please contact us by email at laywitness@cuf.org.

Because of the limited space in *Lay Witness*, it is sometimes the case that an article accepted and slated for a particular issue may be dropped or moved to another issue. If we accept your article for publication but do not use it within six months, (unless otherwise notified) we will pay a \$50 kill fee and return your rights to the article so that you may pursue publication elsewhere.

Lay Witness reserves first rights for any articles it accepts. One month after publication, all rights revert back to the author. However, *Lay Witness* retains the right to publish the piece subsequently, whether in print or online, without additional payment. Should you decide to republish the piece elsewhere, we ask that you cite *Lay Witness* as the place of original publication and provide CUF's web address, www.cuf.org.

When informing writers that we cannot use their submissions, it is not always possible to provide in-depth feedback. Articles are evaluated in light of other articles we have on hand, when and how we last covered a subject, our readers' interest in the subject matter, the quality of writing, and the compatibility of the tone and style of the writing with the CUF spirit. We retain only a small percentage of articles we receive. Rejecting a manuscript is not a personal rejection, but rather a practical consideration. We encourage you to submit your article elsewhere if we are unable to accept it.

Articles submitted by postal mail will be returned only if an SASE is included in the original submission package.

Photos and Artwork

If you have appropriate photos or artwork or a lead on these, please notify the editorial staff at the time of submission. *Lay Witness* will pay an additional stipend amount for any original photos or artwork

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Payment

Stipends vary between \$125 and \$200 for full-length articles printed in the issue, and between \$50 and \$125 for columns, online articles, book reviews, and sidebars. Payment is made within three to four months of publication. All authors receive a one-year complimentary membership in CUF, which includes a subscription to *Lay Witness* magazine. An advance copy of the issue containing the published article will be sent to the author.

Contact Information

Email query letters and manuscripts to laywitness@cuf.org, or mail to:

Sarah Rozman
Managing Editor
827 North Fourth Street
Steubenville, OH 43952