

KACP NEWSLETTER SUBMISSION GUIDELINE

1. Title:

“How [insert city/town name] is [Insert short descriptive tagline of practice/program/tool, e.g., Ministry in the New Normal]”.

2. Article Specifications

- Article should be between 300 - 500. A typical post should aim for closer to 500 words.
- All articles should include hyperlinks to relevant articles, websites to support your arguments.
- (..no footnotes, endnotes or other citations).
- All submissions must be original content that has not been published elsewhere.

3. Basic article outline

- Introduction: Lead with a timely anecdote or “hook” to get readers interested in the article.
 - Ground your hook in a larger national or global conversation (such as the rise in nationalism).
 - Briefly introduce how your ministry relates to this “hook”/broader issue.
 - Include history/context on the issue and basic statistics from a trusted source with links)
- Segue into the “why” behind your insights or best practices:
 - What specific challenge or opportunity are best practices aimed at addressing? Who is it intended to benefit?
 - Provide a brief history of the insights/best practices:
 - When/how long ago did you implement this practice? Who are the key stakeholders involved in the practice?
- Provide an overview of the practice/program’s key components:
 - What it is it? How does it work/operate? What’s the scale of implementation? (individuals? ministry team? Church-wide? Community?) What’s the scale of intended impact (district and/or region?)
 - How is it financed? What is the organizational structure?
- Describe any unanticipated barriers or pitfalls:
 - What barriers, if any, hampered implementation? Any other surprises, good or bad?
 - Has the practice/program yielded the intended results? How are they measured?
- Provide a glimpse at the future:
 - Where is the practice headed? Will it grow or expand? Are there improvements/enhancements to be made?

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- Describe any relevant lessons learned or key takeaways for other ministries (bullet point format is okay)
 - What are key ministries other places should keep in mind? What efforts were crucial to your success that others can learn from?
 - Conclude by again referencing introductory anecdote or hook, and how.
- **Additional Materials to Submit**
 - Authors should submit a headshot photo
 - If relevant, authors can also submit one or two charts/graphics.
 - Title
 - Subtitle (if applicable)
 - Source line

REVIEW AND PUBLICATION PROCESS

- Submit the article to Renita Fulton at rfulton@kingdomassociation.org.
- Please provide the best email contact to reach you for any potential inquiries
- KACP will review your submission and provide comments and suggestions.
- Final drafts will be copy edited. KACP will make final decisions on titles/headlines.
- The publication date of the article will depend on KACP's internal publication calendar and immediate priorities.