

Community Garden Exchange Guidelines:

Content:

- We would like to receive your unique content that is previously unpublished or that has appeared only on a personal or organizational blog.

Style:

- Write for a general audience of community garden enthusiasts.
- We prefer simple and clear writing. Try to write in short sentences and paragraphs. Don't get too wordy!
- Please omit footnotes.
- Please feel free to include hyperlinks to pertinent resources. Provide list the link again at the bottom of your submission in plain text.
- A recommended submission length is between 800-1200 words.
- Please avoid any lengthy quotes.

Formatting:

- Include a one- or two- sentence descriptive byline about yourself. You can include links to any of your social media pages as well. This includes any Twitter, Facebook, blog pages that are pertinent.
- With your submission, attach a high-resolution headshot of yourself.
- If it is appropriate to include photos, please also send them as separate attachments with your e-mail. Again, we need high resolution photos for publication.
- Please send the article as a .doc file in 12-point Arial font.

Process:

- Send the article draft to rburnette@cultivateabundance.org and rebecca.garofano@gmail.com.
- The editors will review your submission for formatting, style, clarity, and content, this process takes approximately five to seven days.
- The editors will return your article to you for review with some suggestions made and a requested return date. You can accept these suggestions and provide additional feedback, returning the final draft to the editors by e-mail.
- You will be notified of a general timeframe for publication.
- You will receive an e-mail with a link to your article the day it is published with a link to share with your network by e-mail or social media.

Revising:

- The Community Garden Exchange editors will review your article for clarity and style.
- Grammar and typographical errors will be corrected.
- Paragraphs and sentences may be divided for clarity and readability.
- Suggested changes for clarity, style, accuracy, or length will be suggested via the "track changes" of Microsoft Word.
- Once the writer and editors have agreed on these changes, the final version will be sent to Ellen Burnette eburnette@cultivateabundance.org for formatting and design.