

# Clearheart Community Web Article Submission Terms and Guidelines

ClearheartCommunity.com / ClearheartComm@gmail.com

We welcome articles submitted by the Clearheart Community! Submitting an article is a great way to share something of value, gain exposure, and to share our community with your friends. Please read the following:

Articles are gifted to the Clearheart Community without remuneration and, upon acceptance for posting, become the property of Clearheart Communications, LLC, for the purpose of web posting. Your article will not be used for any other purpose without your permission. Posting is at the discretion of Clearheart Communications, which also reserves the right to remove any content at any time. You may at any time request that your article be removed from posting. At such time, Clearheart will no longer use it and will relinquish any further claim to it.

By submitting an article, you attest that (1) the article is original material written by you (no plagiarism!), (2) it has not been published elsewhere, including print and online/electronic media, and (3) your bio (see below) is true and accurate.

## Shoulds and Should Nots

Your article should not exceed 2200 words. Please carefully proofread your work before submitting. Articles may be slightly edited for clarity and/or brevity. Submissions needing substantial editing will most likely not be used.

Your subject/topics should support and enhance the message and purpose of the Clearheart Community, that is: *Positive. Uplifting. Empowering.* Topics should give readers something they can take in, think about, and apply to their own lives in a positive way. Please see “Who We Are” under “About Us” on our website.

Clearheart Communications maintains a spiritual-but-not-religious stance. It’s perfectly OK to include spiritual references in your writing. However, references should be used to support your topic; they should not be the topic itself and should not be overdone.

Brief quotations that support your points may be used if correctly attributed (or attributed with a reasonable description if the source is undetermined, unknown, unavailable for verification, etc.). Do not directly quote or refer to someone in any way that could be interpreted as negative, sarcastic, retaliatory, embarrassing, or in any way harmful or hurtful. That’s not who we are!

Please refrain from political or highly controversial topics (Clearheart is meant to be an oasis from societal strife!). Additionally, articles should not be written with the intent to sell products or promote specific goals, movements, or agendas. Our “agenda” is positive personal growth, period.

Good Clearheart articles typically pique the reader’s interest (perhaps with a scenario, brief story, question, etc.), and then offer something of value (some pointers or tips, ways to approach an issue, questions to ask oneself, etc.) to enhance the reader’s personal growth. Writing style should be casual, personable, and “comfortable” to digest. Feel free to use first, second, or third person as best suits your article. Avoid being overly instructive or preachy; readers should feel uplifted, not scolded. Reading some of our posted articles will give you a good sense of our preferred format.

Your Bio: Please include a brief bio (approx. 25-50 words). Your bio supports your relevant qualification, experience, or suitability to write the article. Longer bios may be accommodated if information is relevant and space allows. A simple “head-shot” photo (which will display at about postage-stamp size or smaller) is welcome but not required. Your photo may either be attached with your submission or emailed upon acceptance of your article. It should be attached as a PDF, JPG, or PNG. We may crop your photo somewhat but otherwise use the photo as sent; we do not do any retouching, special effects, etc.

After thorough proofreading, attach your Word document (*not* PDF) to an email addressed to **clearheartcomm@gmail.com. Subject: Article Submission.** You will receive a reply via return email.

***Your submission constitutes agreement to the above terms and guidelines. THANK YOU!***