

# Devotional Book Guidelines

We solicit devotionals written by Seventh-day Adventist women based on a personal experience of God's involvement in the life of a woman and show how this experience demonstrates a Biblical principle which readers can apply to everyday life.

## Most Important Guidelines

- Word limit is 375-425.
- Type in English.
- Include a devotional title, selected Bible verse with its text reference.
- Footnote all quoted sources including E.G. White.
- Biblical text references in the devotional are not footnoted but please include the Bible version.
- Always use the name you want to see in print (capitalize SURNAME).
- Include contact information with street mailing address and telephone number.
- Include biographical sketch of four to five typewritten lines.
- Devotionals accepted Word or Pages; or type the devotional in the body of an email.
- Two devotionals accepted per book per author.
- Submit your devotional by email: [womensministries@gc.adventist.org](mailto:womensministries@gc.adventist.org).
- Devotionals accepted at any time, however . . .
- May 1, 2022 is the deadline for 2024 book manuscript. October 1, 2022 is the deadline for the 2025 book manuscript. ***Please help us regain our three-year production schedule by submitting devotionals for two book manuscripts this year!***

## Other Useful Details

### The Perfectionist's Format

- Page size, US letter, 8.5 x 11 inches (not A4)
- Times New Roman, regular font, 12-point type
- Alignment flush left, line numbering turned on
- One-inch margins all around
- Paragraph indention, one-half inch
- Line spacing, exactly 20 points
- One space after sentence punctuation
- Do not use *italics*, underline, **bold**, or ALL CAPS.

## Important to Know

- If your devotional runs too long, you may be asked to shorten your submission.
- If you quote from other sources, please include written permission to use the quoted reference (this includes song lyrics), unless the source is in the public domain.
- Permission is **NOT** necessary for quoting E.G. White writings, the Bible, or two lines of lyrics published in the *Seventh-day Adventist Hymnal*.
- All song lyrics and poetic passages of the Bible are typeset as poetry.
- Sorry, pseudonyms are **NOT** permitted; and **NO** poems will be accepted.

## Biographical Sketch

With your contact information, please include a biographical sketch, no longer than four or five lines. You may include what you do for an occupation, what you do for your church or community, what you do in your spare time, and what your additional accomplishments are. You may include your ministry website address.

How do you want your name to appear in the book? Please always use that name with your submission and biographical sketch.

## Notify Us of Any Changes

If your name, address, contact information, or biographical sketch, please notify us promptly. **May 1** is the deadline. **Contact information** includes your street address, telephone number, email address.

## How to Submit

When you submit a devotional, you will receive a response confirming your submission has been received.

Your devotional may be submitted in one of the following ways:

1. **By e-mail:** womensministries@gc.adventist.org
2. **By fax:** 1 (301) 680-6600
3. **By postal mail:**

GC Women's Ministries Devotional Book  
General Conference of Seventh-day Adventists  
12501 Old Columbia Pike  
Silver Spring, MD 20904-6600  
Tel: 1 (301) 680-6608

## Copyright Issues

All submissions become the property of the General Conference Women's Ministries Department. Unused manuscripts cannot be returned.

If your devotional has previously been published elsewhere, you must notify us for copyright purposes. Please include a letter from the previous publisher granting us permission to use your devotional.

If your submission is accepted and published in the Women's Ministries devotional book, it cannot be used in another publication without written permission from General Conference Women's Ministries.

Statements of permission from you or from us are also needed for self-published devotionals, including your own Internet blog.

## About Your Contributions

We solicit contributions from women on a wide variety of spiritual topics. Each devotional should be based on a personal experience of God's involvement in the life of a woman and show how this experience demonstrates a Biblical principle which readers can apply to everyday life. Please, no sermons or doctrinal studies. This book will be marketed to Christians of all denominations; therefore, terminology should be used that can be understood by all Christians. We encourage global participation which contributes a varied cultural and ethnic flavor to each book.

Those who contribute to this project agree that all royalties of the devotional books will go to the Women's Ministries Scholarship Fund of the division in which the book is published. They further agree that they will receive no payment for any contributions submitted or accepted for publication. However, each author will receive a complimentary copy of the book from Pacific Press Publishing Association as well as an author's discount on additional books purchased for gifts.

Authors are encouraged to submit no more than two devotionals in any one year unless notified otherwise. If you have been notified that a devotional of yours was not accepted, please do not resubmit it unless you have made significant changes which more accurately reflect the devotional book guidelines and the list of pointers for writers.

Thank you for contributing to our women's devotional book, which has been published annually since 1992. The royalties from book sales have helped fund 2,559 scholarships to Adventist women from 137 countries.

## Submissions that are not accepted

If your submission was not accepted, it may be for the following reasons:

- It is too long or too short.
- It is a tribute to an individual.
- It is not a personal experience or insight that applies to women.
  - Do not include a personal experience that promotes a project, book, accomplishment.
  - Do not summarize someone else's experience that you found printed elsewhere.
- It is not fully showing God's presence in the experience.
- It is not uplifting or encouraging; it is too depressing or sad in nature or message; is not dealt with in a devotionally redemptive spiritually redemptive manner.
- It is similar to other submissions already accepted or on a topic addressed many times.
- It covers too many topics, none of which has enough information to be developed into a complete devotional.
- It might be offensive to someone of other religious, cultural, ethnic, or racial background.
- It degrades men.
- It is more of a sermon or doctrinal study, not a devotional in tone.
- It is too controversial in subject theme.

## Production Schedule for the current books: 2023, 2024, and 2025

1. **Collecting** submissions begins **three** years in advance of the reading year.
2. **Editing** begins **two** years in advance of the reading year.
3. **Pre-press** work begins **one** year in advance of the reading year.

**November 2021:** The pre-press cycle begins with the 2023 book manuscript.

**November 2021:** The editorial cycle begins for the 2024 manuscript.

**November 2021:** The submission collection cycle begins for the 2025 manuscript.

**January 2022:** Contributing authors of the 2023 book are officially notified of acceptance and placement date of their devotionals.

**May 1, 2022:** **Deadline** to update **biographical sketches** for the 2024 manuscript.

**May 1, 2022:** **Deadline** to submit **devotionals** for the 2024 manuscript (simply to catch up in the editing process, deadline normally October 1).

**May 2022:** Editor's final proofread of galley prints for the 2023 book manuscript.

**August 1, 2022:** **Deadline** to provide **address changes** for the complimentary 2023 devotional book. Please notify us if you are moving by end of the year. Update your address as soon as possible.

**August 2022:** Book publishing is completed for the 2023 devotional book.

**September 2022:** The press addresses and ships the 2023 devotional book.

**October 1, 2022:** **Deadline** to submit **devotionals** needed to fill the 2025 book manuscript.

**October 2022:** The editor completes the 2024 book manuscript and sends it to the press.

**November 2022:** The pre-press cycle begins with the 2024 book manuscript.

**November 2022:** The editorial cycle begins for the 2025 manuscript.

**November 2022:** The submission collection cycle begins for the 2026 manuscript.