

A Balanced Life: Submittal Guidelines

**Thank you for considering contributing a column or feature article to
A Balanced Life Magazine!**

THE BENEFITS OF WRITING

By joining the ranks of well-respected *ABL* authors, you will receive international recognition in the industry. Your byline will be featured prominently at the article's beginning, and your bio, contact information, and photo (if provided) will conclude the article. All authors will receive a free subscription to the magazine and recognition for their contributions. Also, article reprints make excellent handouts to current and potential clients.

SUBMITTING AN ARTICLE

The following pages describe the magazine, its readers, and our article submission guidelines. To discuss an article or topic, please email us at articles@abalancedlifemag.com. Include a paragraph describing the topic you would like to write about, an outline of the basic details and a writing sample. We will contact you if/when we decide to pursue an article from you.

We look forward to working with you.

Sincerely,
Katy Milton, Managing Editor
Gabrielle Mogannam, Managing Editor

OUR MISSION

Our mission is simple; we are committed to supporting ordinary people who are living extraordinary lives. We will strive to provide you with the inspiration and information you need to fulfill your immaterial essence.

A Balanced Life Magazine is issued online monthly and provides weekly newsletters with tips and real life success stories to those who subscribe.

ARE YOU SEARCHING FOR A BALANCED LIFE? ARE YOU LIVING YOUR BEST LIFE?

In today's world we find ourselves juggling careers, family, personal goals, etc.; striving for balance. We soon realize that all of our work is in vain and we are actually creating imbalance and become stressed and overwhelmed with everyday life. A life in balance is a life free from clutter; a life in harmony; a life with breathing space. In

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order to achieve balance all three components (mind, body and soul) must be working together to achieve “a person’s total self.”

Come join us in our journey towards a balanced life. A life in which synergy exists between mind, body and soul. We encourage you to join our community and share your own experiences with others. What does living a balanced life mean to you?

Here’s to a balanced Life!

Gabrielle Mogannam and Katy Milton

ABOUT US

Katy Milton and Gabrielle Mogannam scheduled an ‘Inspiration Day’ in order to inspire one another to pursue each other’s dreams....and A Balanced Life Magazine was born. Both Katy and Gabrielle had been working from home as market research consultants but were searching for something to fulfill their passion for inspiring others and highlight their entrepreneurial spirits.

An afternoon of discussing what was important and the goals that each wanted to achieve resulted in “A Balanced Life Magazine”. Gabrielle and Katy both agree that one of life’s simple pleasures is to give back to others. Balancing career, family, self *AND* a new business is not be and easy task, however one that they welcome with open arms! In trying to achieve balance in their own lives they have uncovered a wealth of the resources available as well as experts to help along the way.

ABL READERSHIP

ABL’s readers are men, women, moms, dads, entrepreneurs, executives; people just like you and me--ordinary people leading extraordinary lives.

SUBMITTAL GUIDELINES

Selecting a Topic

ABL’s readers are interested in in-depth treatments of subjects important to balancing their mind, body and soul. Topic areas can include, but are not limited to;

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Aromatherapy
Books
Career
Color Therapy
Eco Friendly Home
Exercise
Family Matters
Feng Shui Your Life
Finance
Health & Wellness
Inspirational people

Making a Difference
Nutrition
Organization
Power of Friendships
Recipes
Recreation
Relationships
Travel
Tips for living a balanced life

To discuss topics with the managing editors, call Katy at 415.786.2617 or Gabrielle at 415.412.6160.

Preparing the Manuscript

E-mail articles as Microsoft Word files to articles@abalancedlifemag.com

Guidelines

- **Mainstream Demographic:** Assume a mainstream demographic of our readership. Assume that readers have little to no background knowledge of given subjects. Make sure articles begin with point A and follow through to point Z.
- **Clear Writing:** Articles should be easy reads. While an article's subject matter may be complex, the writing style and presentation of information and/or ideas should be clear and deliberate. Utilize paragraphs that convey clear points and move successively from one point to the next.
- **Formal Writing:** Articles should embrace a standard of excellence. While certain magazine departments may accept a slightly casual style of writing, the overall aim should be to present information utilizing professional literary and grammatical standards. A reader's willingness to accept a new idea hinges on the idea's presentation.
- **Keep it balanced:** Articles should not be overtly one-sided when arguing a sensitive point such as religion or politics. There may be an exception to

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this standard in a point/counterpoint feature.

- Length is flexible, but columns should be approximately 500-1,000 words and feature articles should be 1,500 words minimum.
- Include proper reference listings, including source, article or book name, year, and publisher at the end of the article.
- Provide all graphic elements in two ways:
 - (1) imbedded within the Word document to show their recommended placement within the article and
 - (2) as high-res (at least 300 dpi) JPG, TIF, or gif files.

Articles must contain the author(s) proper name, along with his or her professional designation(s), company name & job title (if applicable) and contact information (phone and e-mail), as well as a color headshot (if available) to run with the author's bio at the end of the article.

The author should supply a list of sources and their contact information for fact-checking purposes.

The submittal deadline for a specific issue shall be that indicated on the ABL editorial calendar for the current year (see last page), but the deadline can be extended as determined by the managing editors.

Style

All articles will be edited by the managing editor to meet ABL's style and space requirements and by ABL's editors for accuracy. All promotional material will be removed from articles prior to publication.

Review Process

- Articles will be reviewed by the publisher, managing editor, and any other individuals deemed necessary.
- The article may or may not appear in ABL, as space allows, and the author may or may not receive an acknowledgement that the article was received, depending on editorial workload.
- The publisher, managing editor, and graphic designer reserve the right to run the article with or without one or more related graphic elements—regardless of whether or not one or more are sent.

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Copyright

- ABL holds the copyright on all material published in ABL.
- Any copyrighted charts, graphs, tables, or pictures submitted with a manuscript must be accompanied by written permission to reprint from the copyright holder (usually the original publisher). Obtaining reprint permission is the sole responsibility of the author.

Article Submittal Deadlines

Issue Date	Due (no later than)
July 2006	June 25, 2006
August 2006	July 5, 2006
September 2006	August 5, 2006
October 2006	September 5, 2006
November 2006	October, 5 2006
December 2006	November 5, 2006
December 2006	December5, 2006

Thank you for your consideration in your contributions to A Balance Life, we look forward to hearing and learning from you!