



# In Your Corner

*A Publication of Rock Steady Boxing, Inc.*

## Writers' Guide

Thank you for your interest in our publication. We appreciate the commitment and dedication of our contributors, advertisers, and volunteer staff who make *In Your Corner* a wonderful resource and encouragement to families fighting back against Parkinson's disease throughout the world.

*In Your Corner* magazine is a 32-page, full color, quarterly magazine published by Rock Steady Boxing, Inc. ([www.rocksteadyboxing.org](http://www.rocksteadyboxing.org)).

**Rock Steady Boxing's mission is to empower people with Parkinson's disease throughout the world to "fight back."**

Our **Purpose and Vision** section will help you understand the heart behind our publication and types of articles we are seeking.

The **Writers' Guidelines** cover important tone, theme, and formatting information.

The **Editing & Style Guide** outlines the self-editing that each author must follow before sending in an article. Articles submitted that do not follow the specifications in this document, including formatting and editing/style will not be considered for publication.

### **Rock Steady's Purpose:**

To improve the quality of life of individuals afflicted with Parkinson's disease by empowering them to fight back through Rock Steady Boxing, a noncontact, boxing-inspired program and method, that reduces, reverses and delays the progression of symptoms from which these individuals suffer;

To offer and facilitate the provision of Rock Steady Boxing training to individuals with Parkinson's disease worldwide by responsibly replicating the Rock Steady Boxing program and method through continuing onsite and online educational programs made available to associates (such as licensees, trainers, members, affiliates, chapters and programs);

To increase awareness of Parkinson's disease through educational programming, media and community outreach events;

To provide support, education and community for the care partners, relatives and friends of those individuals diagnosed with Parkinson's disease.

**Please use this information to guide your written submissions to our magazine.**

*January 2017*

This **Writer's Guide** contains everything you need to know about submitting an article for consideration. Please read the entire guide before submitting an article.

Our Vision is to produce a high-quality magazine centered on these themes:

- Inspire – *In Your Corner* will inspire and provide hope for people fighting back against Parkinson's and their families.
- Resources – *In Your Corner* will equip people with Parkinson's and their families with practical tools and resources that will supplement, encourage, and enhance the experience of boxing with a Rock Steady program.
- Educate – *In Your Corner* will educate the Parkinson's community about new scientific research that validates the Rock Steady Boxing program and method as a means to alleviating the progression and symptoms of Parkinson's disease.

Thank you for considering our publication for your writing. If you have any general questions or suggestions, please contact [jjohnson@rocksteadyboxing.org](mailto:jjohnson@rocksteadyboxing.org).

## Writers' Guide

We accept unsolicited articles submitted as a Word document (.doc or .docx) attached in e-mail. Submit articles to [info@rocksteadyboxing.org](mailto:info@rocksteadyboxing.org) with "Article Submission" in the e-mail subject line.

We do not return articles. Articles are accepted year round and will be chosen based on the current needs and magazine space available in each issue. We receive a number of unsolicited articles, so we appreciate your patience in our review process. Please notify us when simultaneously submitting to several publications. If you have not heard from us within six months, you may assume we will not use your article.

*Submission does not guarantee publication.* We notify authors of selected articles.

Article Themes - We are currently accepting articles that support themes related to our Purpose and Vision statements. We encourage well-written articles that support multiple themes, when applicable.

### Article Word Counts

- Feature Articles - 1,000 to 1,300 words
- General Articles - 750 to 900 words

## Format for Article Submission

- **Header** (included at the beginning of article)
  - In the top left corner of the first-page please type (single spaced) your name, address, phone number, e-mail address, and word count of the body of the article (not including author info, title, or bio).

- **Article Format**

In an effort to publish the highest quality publications, we ask that you use the following format when submitting articles. Failure to follow these guidelines may result in rejection of your submission or the return of your article for reformatting, if we choose to use it. If you are unfamiliar with the mechanics of formatting a document in Word and you do not understand the format instructions below, please contact us for assistance at [jjohnson@rocksteadyboxing.org](mailto:jjohnson@rocksteadyboxing.org).

- **Use 12 pt Times New Roman type** for the entire article, including title and subheadings.
- Following the header with the author info, **center the article title in bold type**.
- Format your article using single spacing with 12 pt Before and 0 pt After. There should be no double hard returns (hitting Enter twice) in the article.
- Use one hard return (hit Enter once) between paragraphs, which should space two single spaces if you have used the above format correctly.
- Do not number pages.
- Do not indent paragraphs.
- **Align your article left**. Please do not justify it.
- **Use only one space** (after end punctuation) between sentences in the article.
- **Titles or subheadings:** Use bold type. Do not use all caps, italics or underlining.
- Do not use special formatting. You may use bold and italics when appropriate, such as italics for word emphasis, titles of books, magazines, and so forth.
- Do not use automatic footnoting or endnotes. See Quotations and References and Material Recommendations sections for including reference notes.
- **Please spell check and proofread your article before submitting it.**

## Bio Format (included at the end of article)

All writers are asked to submit a high-quality, recent headshot photo (300 dpi) and a brief bio, 50 word maximum that includes some or all of the following:

- your relationship to the Parkinson's community or your topic,
- your family & home,
- your unique perspective,
- your work, blog, website, or email information -- if you want to share your work & offer contact information

## Graphics

You are encouraged to submit photos or graphics (300 dpi) that you would like to be considered for publication with your article. Please submit those for review with your copy by attaching them to your email. All graphics will be used at the discretion of the Editing & Design Teams.

## Final Approval

Articles selected for publication will be edited and sent back to the author final for final approval.

## Editing and Style Guide

Following is an abbreviated style guide. We generally follow *The Chicago Manual of Style* (current edition) and follow these guidelines in the editing process. Please contact us at with any questions.

### General Grammar

Please carefully proofread your article for correct grammar in regards to:

- Subject/verb agreement
- Misplaced modifiers
- Antecedents for pronouns

### Punctuation

- Use a comma before the final item in a list or series that contains more than two items (textbooks, pencils, and notebooks).
- Use semicolons between items in a series if there are commas within the series. (Bring your book, pencil, and notebook to the table; open your book to page fifteen; and work quietly until I can sit down with you.)
- Do not use a comma when noting a month and year (August 2003).
- Use ellipsis points (. . .) to indicate a break in a quotation.
- Leave one space before, after, and in between each point (word . . . word, not word . . . word). When an ellipsis comes between sentences or complete thoughts in a quotation, place the usual period or proper punctuation at the end of the sentence followed by three ellipsis points as spaced above. Do not use ellipsis points at the beginning of a quotation.
- Use an em dash (double hyphen—or ctrl + Number keypad hit twice) with no space between dash and words before and after it for a break in thought or for emphasis in a sentence. (He won the race—and by four seconds!)
- Use italics to emphasize words. *Do not* use all caps, bold, or underlining for emphasis. Good writing does not overuse emphasis.
- Use italics for foreign words and phrases (semper fidelis). Do not italicize familiar foreign words and phrases listed in the dictionary if used in an English context; spell them as in the dictionary (e.g., eros, agape, in vitro).
- Use italics for words as words: “The word carol comes from a medieval word of French and AngloNorman origin believed to mean a dance song or a circle dance accompanied by singing.”
- Use italics for titles of books, magazines (including *In Your Corner* magazine), and other publications. Use quotation marks for titles of articles or essays.

## Spelling and Capitalization

Use one word for:

- okay
- nonprofit
- website
- e-mail
- Internet

## Abbreviations and Contractions

- Do not abbreviate months of the year or names of states.
- When the name of an organization that also has an abbreviated name is written repeatedly, the name should be written in full the first time followed by the abbreviation in parentheses. After the first reference, use the abbreviation. [The National Parkinson's Foundation (NPF)]
- Generally, do not use contractions unless omitting them will cause the sentence to sound stilted or unless the style of the article requires them. Even then, do not overuse.

## Numbers, Symbols, and Years

- Spell out numbers through one hundred; use all numbers beginning with 101 and up numerically.
- Spell out whole numbers followed by hundred, thousand, hundred thousand, million, and so on (three hundred, five hundred thousand, two hundred million).
- Write out numbers referring to age (seven years old and my five-year-old son).
- To indicate percent, use numerals and the word percent (25 percent).
- Write inclusive years as 1998–99, not 1998–1999 (except 1999–2001). Write centuries as 500 B.C. and A.D. 1525. 1900s, not 1900's
- Do not use apostrophes in decades (1950s, not 50's).
- Write out numbers of centuries (in the fifteenth century, not 15th century). Use a hyphen for adjectival forms (fifteenth-century art).

## Quotations

- *Always* indicate quotations (as follows) for any written or spoken words from others. Be careful to record quotes exactly as you find them in your source. Light paraphrasing is not a substitute for attributing quotations.
- Use double quotation marks for short quotes within the main text of the article.
- Separate all quotations of four or more lines from the text in a block quote, indented one half-inch on the left and right and separated from the text above and below it by two single spaces. Use italics (no quotation marks) for the quoted material. (Set off with double quotation marks any quoted matter within a block quotation.)
- For a block quote set apart in italics and indented, use a colon instead of a comma following the last word before the quote begins.

## References and Material Recommendations

- References to books, magazines, etc. within the text of the article should state title and author together and list publisher and date in parentheses following the reference—The Giver by Lois Lowry (Random House, 1993)—or reprints of older works—Farmer Boy by Laura Ingalls Wilder (1933; reprinted, Harper & Row, 1971).
- If you recommend multiple books or materials as an additional part of your article, please use a list of Recommended Resources at the bottom of the entire article rather than on each page of the article (no footnotes). Include, in this order: book, author, publisher, and date—The Giver by Lois Lowry (Random House, 1993)
- No page number is required for any reference or source of quote except as follows: Include page numbers (inclusive) for periodical and journal articles in a resource list, though not for individual quotes in the article text. (NAASP Bulletin, November 1996, pp. 55–64).
- Please verify all websites to make sure that they are still active, appropriate, and do not link to objectionable material on other sites.
- List websites as www instead of http://www except when necessary to pull up the site. If you are quoting material from a website, specify the date on which you retrieved information (www.rocksteadyboxing.org, retrieved June 2016).

### **For more information:**

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