

Quick Editing Guide for Koinonia

All submission pieces need to be edited before submitting. Try reading it out loud and you might see errors. Have someone else read it. Install Grammarly. It doesn't do it all correctly, but it makes you think. Do not give us any articles over 2000 words.

Please format this way:

1. **Kicker** - You may use a kicker. See detailed information for this.
2. **Title** - must be in big "T". Capitals on all words except prepositions and articles or conjunctions of 3 or fewer letters. NO period at the end.
3. **Subtitle** - must be in small "t" Capital only on the first word or proper names or books that are in quotation marks. No period at the end.
4. **Headings** - all must use small "t". Capital at the beginning. Try to avoid bolding for any heading. Headings break up a whole bunch of writing. We need to break up the print creating white space which scanners need to read.
5. **NO drop caps or initials** - We feel these give a jumpy look to the piece and cannot be properly highlighted either.
6. **Quotes** - All quotes, both scripture and otherwise, must be cited. Use one-click quotes.

Best way:

"Scripture." (Book Chapter:Verse, Bible translation)

e.g., "Jesus wept." (John 11:35, NIV) [Inside the block quote (one click quotes) you don't need those quotation marks.

7. Pronouns for God - We suggest that you capitalize all pronouns referring to God. However, this is your choice. Do not change anything in scripture quotes.

8. Pullouts - when you need a break in print, other than a heading, pull out important points using double-click quotes.

9. Pictures -

1. First the title, then the subtitle (if any), then the first picture which must be wider than column but not as wide as panorama - therefore, third icon from the left.
2. All other pictures are to be in line with the column. For these, use the second icon from the left.
3. All photos must have some citation regarding the source - Unsplash, Pixabay etc. or author's photo, or however the author got permission to use the photo.

10. Tags - Please remember that you must include **one** tag from the following: Christianity, Creativity, Health, Relationships, Writing Tips. Additionally, please remember Medium allows you to include 5 tags for each story. Please make sure you're including 5 tags for each story you submit.

11. Three Dots - Please do NOT use those three dots ... except to separate your personal information from the post. We also use them before we put our Koinonia information.

12. Before you click publish. Check you have it in draft to Koinonia. Then check that the title and subtitle are what you want. Check all tags are there and one is for Koinonia.

You can find a more detailed information on [this post](#).

Any questions please ask us, either by email pubkoinonia@gmail.com or on in our Facebook Group. <https://www.facebook.com/groups/KoinoniaMediumPublicationWriters/>