

Purpose Driven
WOMEN
Magazine

Contributor's Agreement

Imagine a world where every woman knew exactly why they were created. Despite their economical background, past failures, trials, or tribulations they believed they were more than enough to thrive as the person God created them to be with ease and flow. Our Vision is to create an international publication that creates unification and connection amongst women from different walks of life, giving them an opportunity to uplift each other by sharing stories, resources, products, and expertise.

In service to the Vision, Purpose Driven Women Magazine's Mission is to inspire and encourage women to discover and surrender to the plan God has for their life. We give everyday women a voice and platform to share their story of how they overcame hardship through faith, in the end giving God the glory by providing support through testimonials, interviews, training, resources, and informative articles.

Thank you for your interest in sharing your inspiring story with Purpose Driven Women Magazine. Please review our terms, guidelines, and conflict resolution statements.

We welcome Contributors to submit writing, photography, artwork, video, or other media (Materials) that fits within the Vision and Mission of Purpose Driven Women Magazine or to contribute a Share My Story article. Materials include the Share My Story written articles except where Share My Story requirements are different. Thank you for your inspiration!

Please review the Terms below and sign and date the document as your agreement to these Terms. Please see the specific requirements for Share My Story contributions below, which differ in scope and length from other written Materials.

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Terms

1. **Compensation:** Beyond the satisfaction of contributing to PDWM's Vision and Mission, there is no compensation (monetary or otherwise) for being a Contributor to Purpose Driven Women Magazine (PDWM) whether or not the Materials submitted are subsequently published.
2. **Copies:** PDWM will not return Materials or copies of Materials once submitted. Please submit copies or keep copies if submitting original Materials to PDWM.
3. **Discretion to Publish:** PDWM has the sole discretion to decide which Materials are selected to be published and when they are published either on the PDWM website or in printed form.
4. **Editing:** Once the Contributor submits their contribution to PDWM, the Contributor gives PDWM all rights to edit (including editing grammatical errors, length, or content) and publish or print Contributor's Materials without Contributor's review and approval.
5. **Final Materials:** Contributor affirms that the Materials have been reviewed and edited by the Contributor prior to submission to PDWM and no changes will be accepted by PDWM after submission.
6. **Publishing Time:** PDWM has the sole discretion of whether or not to publish and when to publish the Materials.
7. **Contribution Acknowledgment:** PDWM will acknowledge the Contributor as the author of the Materials whether published on the PDWM website or published by PDWM in printed form.
8. **Non-exclusivity:** The Contributor is expressly free to perform services for other parties while contributing Materials to PDWM.
9. **Limitations:** All Materials must be aligned with and within the Vision and Mission of PDWM.

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10. Writing Guidelines: The following are additional guidelines when submitting written

Materials: All articles must be submitted in a Microsoft Word document, as follows:

- a) Font: Times New Roman
- b) Font Size: 12
- c) Spacing: Single
- d) Margins: 1-inch
- e) Indentation: None
- f) Use a space after each paragraph.
- g) Articles should be no more than 1 page (500 words), unless written permission is given by the publisher.
- h) Research the topic of your article.
- i) Write a compelling headline and a great opening line that will capture readers' attention. Articles should have an introduction and a closing. Outlines and notes will not be accepted for publication.
- j) Add a clear call-to-action. *A call-to-action is the part of your article that inspires the reader to take appropriate action.*
- k) All articles should be written in a conversational form. Writing as if you're talking with readers can make them feel like they're having a conversation with you, rather than actually reading a post.
- l) Find your writing voice (style), own, develop and express it.
- m) Keep in mind that you are writing for a worldwide audience.
- n) Use one (1) space after each period.
- o) Where possible, use bullet points when creating your article. Some readers do not read word-for word but scan for information.
- p) For Scripture references, the King James Version (KJV) or New King James Version (NKJV) can be used freely, without permission. You may need permission to use other versions. For example, "Make a joyful noise unto the Lord, all ye lands." Psalm 100:1 (KJV). In addition, use upper case for the first letters in the words Scripture and Bible.
- q) When indicating a pause (...), use a space after the word before the pause. For example: She said, "Praise looks good ..."
- r) Thoughts should be written in italics. For example: *Praise looks good on you, she thought.* You can also use - she pondered, or she deliberated, instead of thought. Use italics if it is obvious that the character is thinking.
- s) Select a point of view and stick to it. Point of view is the mode of narration that a writer employs to let readers "hear" and "see" what is taking place in a story, poem, article, essay, etc. Point of view is divided into three voices, or three groups of pronouns known as 1st, 2nd, and 3rd person.

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- t) When submitting your articles include the title of the article, writer's name, writer's photo (must be 300 dpi high resolution) and the article section. For example:

Process for Purpose

By Jane Doe

Health & Fitness

- 11. Graphics and Photos:** For Materials other than written Materials, the following requirements must be met: PHOTO, ARTWORK must be high resolution at least 300 dpi saved in a TIFF/TIF, PNG, OR JPEG, and VIDEO SPECIFICATIONS: MPEG-4/ MP4 3-5 minutes long, and photography, artwork, video, or other media may be edited for content, clarity, length, style or other reasons at the sole discretion of PDWM and without Contributor's review and approval.
- 12. PDWM Graphics and Photos** – At PDWM's sole discretion and without review or approval by the Contributor, PDWM may use other photos and graphics along with a Contributor's Materials when publishing the Contributor's Materials on the website or in printed form.
- 13. Restrictions:** Material containing foul, derogatory (including racially derogatory), or threatening language, photographs, artwork or other media will not be published and may be referred to law enforcement at the sole discretion of PDWM.
- 14. Original Content:** The Contributor warrants that the Materials submitted are the Contributor's original Materials, the Materials are accurate, and the Materials do not infringe on any copyrights or trademarks.
- 15. Deadlines:** PDWM and the Contributor may agree to continue their relationship by having the Contributor continue to submit Materials. Any deadlines stated by PDWM will be honored to the best of the Contributor's ability and the Contributor will notify PDWM immediately should the Contributor believe the deadline may not be reached.
- 16. Assignments:** PDWM agrees not to sell or assign the Contributor's Materials to any other company without the Contributor's written permission.
- 17. Share My Story Contributions:** Purpose Driven Women Magazine, (PDWM) publishes true stories about people who have attained a goal, overcame an obstacle, or connected to

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their purpose by trusting in their faith. We typically accept inspiring stories that are written in first-person narrative. The story may be your own or someone else's (please provide that information) but it must be true. PDWM reserves the right to fact check stories before they are published. All stories must meet the following guidelines: :

- a) Emphasis should be on one specific event rather than an entire life story. The story should only include as many people needed to tell the story.
- b) Must be based on facts and written as clear and specific as possible.
- c) Must be written with observational language, omitting blame and judgement.
- d) Should have an inspiring outcome
- e) Must include a high-resolution profile photo of person sharing their story.
- f) Submissions should be no more than 500 words.

18. **Conflict Resolution:** Should there be a conflict between PDWM and you, the Contributor, you agree to engage the conflict using faith and understanding before resorting to litigation. Conflict points to areas of necessary change and unmet needs and doesn't mean the end of our relationship or that one person has to win and one person has to lose. We can get back into alignment and continue to work together. You agree to engage with PDWM using this process prior to filing a lawsuit:

- a) Addressing Change and Engaging Disagreement (ACED) Conversation. One party initiates the ACED Conversation by sending an email to the other party typing "ACED Conversation Request" in the subject line. The body of the email will outline the situation without using judgmental or evaluative language, detail how they wish the situation to be handled, and request an in-person or video meeting within the next ten (10) days. The other party will reply within three (3) days by emailing three dates and times for the meeting so they can find one that works for both parties. The parties will meet to discuss: what happened, who was impacted and how, what needs are being met and not being met, what changed, what needs to be done to make things as right as possible, what needs to be done to make sure this doesn't happen again, and anything

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else that needs to be discussed. An agreement will be co-created to provide a way for us to get back into alignment or to transform our relationship. If an agreement isn't reached or honored, the parties agree to the Mediation step below.

- b) Mediation using a NVC-trained Mediator. Costs for the mediation will be split evenly between PDWM and the Contributor. NVC Mediators can be located through Mediateyourlife.com. If an agreement isn't reached, the parties agree to the Non-binding Arbitration step below.
- c) Non-binding Arbitration. The parties will mutually agree to an Arbitrator using the Florida Circuit-Civil Mediator Society list of Arbitrators. Costs for the arbitration will be split evenly between PDWM and the Contributor.
- d) The parties agree to attempt to resolve the issue using the above three steps prior to court intervention or filing of a lawsuit. Should the issue require court intervention, we agree any lawsuit regarding our conflict will only be filed in the 2nd Judicial Circuit, Leon County, Florida.

Thank you for your interest in contributing to Purpose Driven Women Magazine and sharing your inspiring story or other Materials. Please submit your Materials by attaching them to the form on our submission's page. You will be notified by email if your article or story is chosen.