

# The Cartomancer Magazine Style Guide

Updated 30/NOV/2021

Upon submission of your content you give *The Cartomancer Magazine* exclusive license to publish any and all content twelve months after its publication and **shared permission** thereafter for use on social media, websites, marketing, and any and all future use. *The Cartomancer Magazine* reserves the right to edit for spelling and grammatical errors without changing the work's core content. If the article is divided into a series, we will contact you to discuss ending each part if you have not indicated where the series breaks.

Thank you for submitting items to *The Cartomancer Magazine*. When sending your submission, please follow these guidelines:

## Article Submission and Byline Credit Guidelines

**Articles must be between 700 and not more than 2500 words long.** Longer articles may be spread out over two to three issues. *The Cartomancer Magazine* reserves the right to change titles befitting the theme of the issue.

Each submission must include a one-sentence byline at the end. For example, Saphira Stone is an award-winning designer of *The Cartomancer Magazine*; visit her website <https://spacedragondesigns.com>.

If you want to list all your social media sites, we recommend using the free service Linktree. An example of this type of byline is: Jaymi Elford pushes the boundaries of tarot innovation; see what she does at [https://linktr.ee/jaymi\\_elford](https://linktr.ee/jaymi_elford).

Articles and written bios must be in MS Word (.doc or .docx) or (.rtf) formats.

## Image Submission Guidelines

**\*\* *The Cartomancer Magazine* reserves the right to choose which images will be published with every article. \*\***

If you submit your own images:  
You **MUST** own the copyright of all submitted images.

Each image should have a resolution of 300dpi and be larger than 3.5 inches wide. Supported image file types are: TIFF or JPG. If you need help with image specifications, email the magazine.

## Deck/Book Review Submission Guidelines

**Standard Review – 500 words**

**Feature Review – 700 – 1000 words**

\*\* All other specs in accordance with our current article submission guidelines.

### ALL SUBMISSIONS Formatting Guidelines

Your document must have 1” margins all around. Use Times New Roman 12-point font. This is industry standard practice.

Do not indent paragraphs.

Keep everything flush left. Do not center text and do not use right justification. Let the copy have the ragged right edge.

Use single spacing after each sentence.

Use a single return between paragraphs.

Title Case and **Bold** your headers.

### Writing Guidelines

*The Cartomancer Magazine* accepts articles focused around divination and cartomantic interest. When crafting your article, please follow these standard writing and grammar guidelines:

We use the Oxford comma. For example, This card represents love, vitality, and healing.

Please spell out numbers lower than ten. Anything over ten can be represented numerically.

Please watch your usage of “that” in your writing. That is not specific and makes sentences weak. Your editor may rework for clarity.

American use of quotes (aka “double quotes first” then ‘single quotes’).

Do not add spaces to the left or right when adding a hyphen, en dash, or em dash. For example, This card—which is important to me—came from my inspiration.

When referring to the name of a book or magazine in your article, please italicize the title. For example, Mary K. Greer’s *Tarot for Your Self* is a great beginner’s book. A magazine example is, Issue 14 of *Magazine Name*, has a good article to read.

When citing music or a song:

(Name of Group or Performer, "Title of Song", Title of Album, Label, year of release)

Example: (Rising Appalachia, "Medicine", Wider Circles, CD Baby, 2015)

**Please use spell and grammar check (American) before sending us your submission.**

### **Genre Specific Rules for *The Cartomancer Magazine*:**

When you refer to tarot and the word appears in the middle of a sentence, it is a lowercase item. You can use title case when you refer to the title of a tarot or oracle deck. For example, I like tarot. The Tarot of the Witches is my favorite deck.

When referring to the Rider Waite Smith (RWS) deck, please refer to it as Rider Waite Smith or use (RWS) unless you're referring to the title of a deck.

\*\*\* END \*\*\*

Amber Highland and Jaymi Elford developed these guidelines to help our editorial team standardize how they review submissions sent in. They clarify and give structure to your words. Thank you for taking the time to write a well-written and formatted submission for *The Cartomancer Magazine*. We thank you for your cooperation and for making *The Cartomancer* a well-loved magazine.

#### Change Log

First Draft 24/SEP/2019

Revision: 19/FEB/2019 (7 Stones Publishing additions.)

Revision: 31/OCT/2021 (added music citations.)

Revision: 30/NOV/2021 (revised for 2022 issues.)