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## The Cartomancer Magazine Style Guide

Upon submission of your content you are giving *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 going to be divided into a series, we will contact you to discuss how to end each part if you have not indicated series-breaks.

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

### Submission Guidelines for Articles

Articles must be at least 700 words and not more than 2500 (longer articles may be spread out over two to three issues).

Each submission must have at least 1-3 images attached to it.

- **700-900 words \*Must have at least 1 image.**
- **900-1500 words \*Must have at least 2 images.**
- **1500-2500 words \*Must have at least 3 images.**

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

You **MUST** own the copyright of all submitted images.

Each image should have a resolution of 300dpi and larger than 3.5 inches wide.

Author bios can be up to 50 words. This includes your contact information. Attach a headshot of yourself that is 300dpi and larger than 1.25 inches wide.

Articles and written bios must be in MS Word (.doc) or (.rtf) format. Images, and headshots can be sent as a PDF, TIFF or JPG file format. If you need help with image specifications, email the magazine.

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## **Submission Guidelines for Deck/Book Reviews**

- **Standard Review – 500 words 1 image**
- **Feature Review – 700 – 1000 words 4 images**

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

## **Format 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.

Use semicolons to separate items in a series if the items themselves contain commas.

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’)

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

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

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 a 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.

Standardized use and spelling of Kabbalah:

- Qabalah refers to the western mystery version. For most of the time you'll be referring to this.
- Cabala is used to refer to the Christian version.
- Kabbalah is how the Jewish spelling is used.

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These guidelines were developed 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*.