



# Illinois Conference of Seventh-day Adventists

## Article Submission Draft

This was provided to you as a guide and resource as you write this article. This form is not required nor needs to be submitted. Happy writing!

<b>Name</b>	
<b>Due Date</b>	
<b>Church/School</b>	
<b>Topic</b>	

### General Writing Tips

#### **Eliminate distractions**

If there are distractions, you can lose your focus quickly and interrupt your thought process.

#### **Assume the readers have no prior knowledge**

Don't assume that the readers have prior knowledge of the topic. Assuming this will prevent you from jumping to conclusions and missing key points.

#### **Draft an outline**

This can help give you a clear direction for your article. Try writing some bullet points to help organize your thoughts and remember the bigger ideas.

#### **Do some research**

What facts or statistics will be helpful for readers to know? What will be helpful for you to know before writing? This can also include researching the history and numbers of your own church or school, gathering input from others, or searching online.

#### **Keep it simple**

A reader's attention span is generally short, so it may be more beneficial to keep your article direct and concise. Try to eliminate any unnecessary words or phrases. It can sometimes be frustrating for a reader when sentences are too long or wordy.

**Jot down everything you remember:**

**What stands out to you:**

**What you want readers to leave with:**

**Key points:**

**Details from each key point:**

**External references (quotes, statistics, facts, etc.)**

**Other notes:**

Pictures are always nice to include in articles. If you have any high-resolution pictures you'd like to include, please write a caption for **each** picture provided.

*Thank you!*