



## Writer's Guide

### Editorial Charter

Our focus is primarily on issues of social justice and equality and in reflecting the many cultural, social and political perspectives of diverse communities in Britain and around the world. We cover a broad spectrum of issues - from arts & culture to politics.

### Types of Articles Published

**News stories:** Length should be around 300-500 words and include quotes from valid sources and at least one interview. If you have not had professional training in writing news stories, do not attempt to write one! Write a feature or commentary instead.

**Features:** Length should be between 700 and 1000 words and must contain proper analysis of your chosen topic including at least two interviews.

**Commentaries:** Length 700-1000 and should include evidence to support your viewpoint.

**Reviews:** (books, film, theatre, music, TV & art) Length should be around 500 - 700 words

- ***For more specific information about article format please read our House Style Guide***

### Submission Guidelines

- Submissions must be an original and unpublished work by the submitting author.
- Copy should be sent as a Microsoft Word document (do not indent paragraphs)
- Please mark clearly what type of article you are submitting.
- Include your full name & email address with your submission.
- If you plan to send us articles on a regular basis you may also send a photo of yourself in JPEG format (headshot) and a 4-line bio.
- Please check your copy thoroughly for spelling and grammatical errors.
- Articles may be edited for house style, legal compliance; or to reduce the length.
- You will still own the copyright to your article.
- There is no monetary compensation for your submission.

**Send article submissions to [editor@peoplewithvoices.com](mailto:editor@peoplewithvoices.com)**

## WRITING TIPS

### ***Writing Features - What makes a good feature?***

1. Detailed planning.
2. A newsworthy topic.
3. Bringing "fresh" information to what is already known.
4. Strong analysis of the subject.
5. Good interviews with relevant quotes.
6. A clear structure that flows well.
7. A good intro.
8. A strong conclusion.
9. Good grammar, spelling and punctuation.

### ***Writing Commentaries – What makes a good commentary?***

*A Good Commentary Should:*

1. Be entertaining.
2. Engage the reader.
3. Contain a coherent argument.
4. Should back up arguments with evidence and examples.
5. Have a strong conclusion that is thought-provoking.

## WRITING REVIEWS

### ***The Format of a Non-Fiction Book Review***

Author; Title

Intro (summarise briefly what the book is about)

Description of Content (What are the main arguments made)?

Assessment and Opinion (Merits and defects – with examples from text)

Comparison with Other Work by This Author

Comparison with Work by Others on this Subject

Conclusion

ISBN

Publication Date

Publisher

### ***Guidelines for Writing Fiction Book Reviews***

- A review on a work of fiction should be your personal response to your reading experience.
- It is permissible to write in the first person.
- A fiction review should be assessed in the context of the genre to which it belongs – e.g. crime, thriller, science fiction, romance, historical, etc.
- When you summarise the plot don't give away surprise endings or you will spoil the reader's pleasure.
- Comment on the quality of writing – is there anything unique in the prose style?
- When comparing the book with others consider whether it is offering something new or just a variation of an old theme.
- Are the characters realistic, exciting or memorable?
- How well structured is the novel – does it flow seamlessly?
- What are the underlying issues being explored in the novel?

*Book reviews are always written in the present tense because a book's contents are felt to be permanent – the text is always there.*

### ***Guidelines for Writing Film Reviews***

- Give a brief summary of the plot without giving away the ending.
- Consider the genre – what type of film is it – drama, comedy, action, sci-fi etc?
- How does the film compare with others in this genre?
- How good is the script?
- How well directed is the film? Give examples of specific scenes.
- Comment on the performance of the main actor (s)
- Is the length of the film appropriate?
- Are the locations used for the film appropriate?
- If based on a true story is the film a realistic representation?

At the end of the review include:

The Release Date

Director (s)

Writer (s)

Main actors

Rating

Running Time

*(this information is easily obtained online from <http://www.imdb.com>)*