



## **Kairos Chronicle Submission Guidelines**

The aim of the Kairos Chronicle is to showcase all women and non-binary people in our community and highlight the issues they face across the world. Thank you for choosing to be a part of Kairos Chronicle, below are some guidelines when considering what you can submit:

- ✚ **What can you submit:** written pieces (articles, poetry etc), photos, crafts, arts, recipes etc. For submissions from another person/source, please ensure you provide the reference or original contributor's name & ensure you have their permission to re-produce their content.
- ✚ **Content:** Kairos values respecting others, kindness, support, inclusivity & being eco-friendly, please ensure your submissions use appropriate language and align with these values. Please try and avoid submissions that involve medical advice.
- ✚ **Will it be accepted:** We value all content submitted, but we may not be able to include all submissions.
- ✚ **Wordcount:** Please also try to stick to the wordcount of 250 words for written pieces (this doesn't apply to Kairos volunteer & partner *regular contributors* who can submit up to 500 words – you will be advised if this applies to you).
- ✚ **Deadlines:** Our Chronicle is released every April and October. The deadline for submissions is either: 1<sup>st</sup> March or 1<sup>st</sup> September. The deadline is set for the Chronicle Team to have enough time to edit all the content into a magazine. If you submit after the deadline, we will still try to include it if possible, but your submission might be postponed for a later issue.
- ✚ **After submission:** you will receive an email to let you know we've received your submission and to tell you when it will be reviewed by the Chronicle team. We will get in touch again after it's been reviewed to let you know if it will be included in the upcoming issue and if not, why not.
- ✚ **Editing process:** we might have to make minor changes to written pieces, so they fit into the design of the zine. We will also proofread written pieces and make changes to grammar and spelling.

✚ **After release:** you will receive 2x printed copies of the zine in the post free of charge if you provide your address. You can also sign up for a digital copy to share with friends and family. If you would like additional printed copies, we charge a small donation per copy.

### **Send all submissions to:**

[annie@kairoswomen.org](mailto:annie@kairoswomen.org) or get in touch to ask questions via email or call Annie on 07742149908.