



UNSOLICITED STORIES POLICY

Mount Gretna Magazine occasionally accepts story pitches or unsolicited stories separate from the work assigned to our regular contributors.

Please review this policy in full to decide if submission makes sense for you. Submissions must adhere to this policy to be considered.

Story Ideas

Submitting story ideas is our preferred type of unsolicited submission because it offers the potential to develop a story collaboratively. Please send a brief pitch that describes your idea and demonstrates how it fits into our mission and the types of stories we cover. Also share a writing sample and resume.

Unsolicited Story Drafts

Writers who want to submit an already-drafted story should make sure their piece meets our basic submission requirements below. Please note we may still ask for a revision of part or all of a story as part of the contract process so that it better fits the overall balance of our publication.

Submission Details

- Timing: Submissions may be made at any time. Please submit electronically as a Word document. Include your phone number and resume.
- Review Process: Response time is typically two to three months but may be longer at certain times of year. If we see a potential fit, our editor will follow up to discuss next steps. We cannot offer detailed individual feedback. Decisions are final.
- Editorial Schedule: We publish quarterly. Issue planning and story assignments generally take place eight to 12 months ahead of publication.
- Content: Submissions should be original, unpublished work. Word count is normally 800 to 1000 words.
- Editing Expectations: Stories must follow the style guide provided by *Mount Gretna Magazine* to be considered. Writers also agree to accept light editing without final review and to work with our editor within deadlines for major revisions.
- Submission to Multiple Publishers: You may simultaneously submit your work to other places, but if you enter into a contract with *Mount Gretna Magazine*, you commit to not publishing the story elsewhere until 90 days after publication by our magazine. In these cases, we ask that you acknowledge *Mount Gretna Magazine* as the original publishing source in a credit line.

- **Photos:** We usually source photos from a professional photographer. You are free to submit high-quality images of your own, for which we will pay a small stipend if we print them. If submitting images from other sources, you need to do so with their written permission.
- **Payment:** This item will be discussed as part of the contract process if your piece is selected for publication.
- **Additional Terms:** A version of the following is part of our standard contract. If these terms are not acceptable to you, please do not submit an unsolicited story or pitch.
 1. **Originality and Accuracy:** The Writer confirms that all submitted work is original, does not violate any copyright or intellectual property rights, and is factually accurate to the best of their knowledge. The Writer is responsible for checking all facts, names, quotes, and sources, and agrees to provide source details upon request.
 2. **Confidentiality:** Until the article is published, the Writer agrees to keep all editorial content, assignments, and related communication confidential unless they receive written permission from *Mount Gretna Magazine*.
 3. **Independent Contractor Status:** The Writer is an independent contractor and not an employee of *Mount Gretna Magazine*. The Writer is solely responsible for all required federal, state, and local taxes, including income taxes and self-employment taxes.
 4. **Submission Format:** The Writer will submit articles as instructed, by email, as a Microsoft Word or plain text document. Submissions should use single spacing with a blank line between paragraphs (no indents).
 5. **Editorial Rights:** *Mount Gretna Magazine* reserves the right to edit, revise, shorten, or otherwise adjust submitted content for style, tone, consistency, length, and layout. The magazine has complete editorial control over headlines, subheads, captions, placement, and accompanying visuals.
 6. **Publication Rights:** *Mount Gretna Magazine* holds first serial rights and non-exclusive archival rights to publish the work in print, online, or promotional materials. These rights allow the magazine to share or republish the content in whole or in part.
 7. **Copyright and Reuse:** The Writer retains the copyright to their work and may republish it after 90 days from the date of publication in *Mount Gretna Magazine*. Any reuse must credit *Mount Gretna Magazine* as the original publisher. Republication includes blogs, websites, or other formats.
 8. **Payment and Kill Fee:** *Mount Gretna Magazine* is not obligated to pay for work that is incomplete, late, or not submitted. If the magazine chooses not to publish a completed assignment that meets all agreed-upon guidelines and quality standards, the Writer will receive a kill fee of at least 25% of the original agreed payment. Payment is issued within 30 days of publication provided appropriate documentation (invoice, W-9, etc.) is submitted by the deadline.

We appreciate your interest.

Please send submissions that align with the criteria above to Asst.Editor@MountGretnaMagazine.org.