

# The Women of WEXNET

## **E-Newsletter Article Submission Guidelines and Pricing Details**

Thank you for your interest in submitting an article(s) for use in *The Women of WEXNET* E-newsletter. We trust that both writers and readers will find this new beginning an intriguing opportunity to learn and consider joining us in this pursuit.

Our main objective is to be truly helpful, to provide information that empowers our readers to make changes and support them in being their own experts. We like articles that have a strong point of view and come from the heart, that are challenging or evocative.

We are interested in seeing well-written features, how-to articles, "how I did it" stories, tips and hints, instructions, motivational articles and other articles that will help our audience gain knowledge that will help them succeed in both their personal and professional lives.

### **We do have some simple guidelines to be followed:**

- 1) All articles must be a minimum of 250 words and no more than 1,000 words. For us, an ideal article size is 400-750 words.
- 2) Formatting:
  - a) Please submit all pieces to [info@wexnet.ws](mailto:info@wexnet.ws). Articles must be submitted in a Word document, with no fancy formatting or fonts. Simple Times New Roman or Arial 12pt. font is fine.
  - b) Do not indent or use bullets on your lists.
  - c) Do not use quotations or all capital letters in any portion of your article, title included.
- 3) Your article must include your full name and business name.
- 4) Contact information such as an email address, website link and phone number will *only* be included if you include it with your article.
- 5) Please title your submission. If it is submitted without a title, WEXNET will create a title for it without final approval from you.
- 6) All articles must be submitted no later than the 25<sup>th</sup> of the month prior to the issue date. The newsletter will be distributed during the 1<sup>st</sup> week of each month.
- 7). Do not include pictures, attachments or graphics as these will *not* be included with your article.
- 8) We will not accept a press release, advertisement, sales letter, promotional copy, or blatant and excessive self-promotion or hype.
- 9) All submissions may be edited for length and clarity. You must have proper English, spelling, grammar, punctuation, capitalization and sentence structure. Your article must also be proofed and double checked for accuracy, as WEXNET will not be responsible for such errors.

**Pricing Options:**

WEXNET offers 4 levels of article submissions as listed below:

12-Month Article Submission	6-Month Article Submission	3-Month Article Submission	1-Month Article Submission
<b><i>(\$20.00 per month)</i></b>	<b><i>(\$25.00 per month)</i></b>	<b><i>(\$33.33 per month)</i></b>	<b><i>(\$50.00 per month)</i></b>
\$240.00 paid in full	\$150.00 paid in full	\$100.00 paid in full	\$50.00 paid in full

**Payment Submission Details:**

- 1) A signed contract and full payment is required prior to submission projects.
- 2) Checks are made payable to WEXNET, LLC and mailed to: WEXNET, LLC, 5 Flynn Terrace, West Orange, NJ, 07052. Please indicate in the subject line “The Women of WEXNET”.
- 3) NO refunds will be given at any time after submitting your payment.
- 4) ALL specified monthly contracts are based on a 12-month period. i.e.: If you are agreeing to a 6-month submission, all 6 articles must be submitted and printed within 12 months of your signed contract.
- 5) 3-month and 6-month submissions do not need to be submitted consecutively. However, the total number of articles must be submitted over a 12-month period, based on the date of your signed contract.
- 6) By submitting a payment, you are agreeing to provide WEXNET with a new article for each month that you are committing to.
- 7) It is your responsibility to submit the articles on a timely basis. WEXNET will not be responsible if your specified monthly contract expires and you have not submitted all of your articles within that time frame. NO exceptions will be made.
- 8) By signing the attached contract, you agree to pay the above rates and submit an article based on specified monthly submission preference.

If you have additional questions about submitting content to *The Women of WEXNET*, please send an email to [info@wexnet.ws](mailto:info@wexnet.ws).

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# The Women of WEXNET

www.wexnetnational.net

## E-Newsletter Writing and Article Submission Contract

Submission Agreement:

12-months /  6-months /  3-months /  1-month

For:

\_\_\_\_\_

(your name)

\_\_\_\_\_

(your company name)

\_\_\_\_\_

(your mailing address)

\_\_\_\_\_

(your phone number)

\_\_\_\_\_

(your email address)

**Term of service (please check one):**

<input type="checkbox"/> 12-Month Article Submission	<input type="checkbox"/> 6-Month Article Submission	<input type="checkbox"/> 3-Month Article Submission	<input type="checkbox"/> 1-Month Article Submission
<i>(\$20.00 per month)</i>	<i>(\$25.00 per month)</i>	<i>(\$33.33 per month)</i>	<i>(\$50.00 per month)</i>
\$240.00 paid in full	\$150.00 paid in full	\$100.00 paid in full	\$50.00 paid in full

**Amount Due:**

\$ \_\_\_\_\_  
(please fill in selected amount)

Please make checks payable to "WEXNET, LLC"

If you prefer to pay by credit card, please request a PayPal invoice at info@wexnet.ws

This contract guarantees that your article(s) will appear in *The Women of WEXNET* monthly e-newsletter(s), assuming that all previously listed guidelines have been followed.

**This Agreement is made and entered between WEXNET, LLC and**

\_\_\_\_\_ on \_\_\_\_\_, 2011.  
(Please print your name above) (Please insert today's date)

\_\_\_\_\_  
(Please sign above)

Your submission indicates your assent to the terms and conditions of this Agreement.

*Please print this Agreement, fill out the necessary sections (in ink) and mail with your accompanying payment to:*

**WEXNET, LLC  
5 Flynn Terrace  
West Orange, NJ 07052**