



Guidelines for Writing for EAI

Thank you for considering submitting your writing to EAI to be included as approved materials. Below please find the guidelines for writing, some recommendations on writing style, and the various publications where your writing could be used. All writing would become the property of EAI for copyright purposes. EAI has final review and edit authority for all submissions.

- When referring to a “power greater than ourselves” that we rely upon for strength and guidance in this program, please refer to a “Higher Power.” We refer to a Higher Power because we are a spiritual, not religious program. Language that regularly refers to “God” or even He/Him (because often we think of God as having a male pronoun) can be quite off-putting for many people who are seeking help from EA, but do not have a religious point of view when defining who or what their Higher Power is. The exception to this is to use language such as “God is my Higher Power: or words of that nature, when sharing who or what your Higher Power is personally.
- Focus on the essentials of the EA program. Literature material can encompass Steps, Traditions, Concepts, Promises, Just For Today's, and Slogans.
- Writings on the principles of the program would be helpful, which include:

Step 1 – Honesty	Step 5 - Integrity	Step 9 – Justice
Step 2 – Hope	Step 6 - Willingness	Step 10 – Perseverance
Step 3 – Faith	Step 7 - Humility	Step 11 – Spiritual Awareness
Step 4 – Courage	Step 8 – Responsibility	Step 12 – Service
- Including several (4-7) relevant questions as part of a pamphlet is beneficial. Questions should be thought-provoking and open-ended (vs. closed “yes/no” questions).
- Share personal stories and illustrations to help material be more relatable.
- Have a focus on the healing and wholeness possible for the person suffering with emotional issues. EA is a program that helps us to grow in our work to be responsible for our own lives. Literature that can center on the positive aspects of our program is the most beneficial.
- Make sure that what is shared is written with good grammar and sentence structure. (EA-ISC may choose to edit your material.)
- For pamphlets, keeping the word count to about 900 words. Longer pieces may be made into workbooks or booklets.
- Material should NOT be formatted. Documents should be *submitted in MS Word only*.
- Submit information to: submissions@emotionsanonymous.org Materials will be forwarded to the Book & Literature Committee or to members of the Board of Trustees. If accepted, writers will be required to sign over copyright.

- EAI will format, produce, and include new materials in the online store and on the order form, as well as communicate with EA members.
- Below are a few topics EA literature does not currently address. Before writing on other subjects, please check to make sure material on your chosen subject does not already exist.

Anguish	Illusions	Pride
Denial	Maturity	Rage
Dependency	Mediation	Selfishness
Divorce	Nurturing	Sloth
Facades	Partnership	Social Roles
Gratitude	Paranoia	Spite
Greed	Peace	Surrender
Guilt	Prayer	

Editing Considerations

When writing for EAI publications and emails, you want to understand the focus of each piece, the guidelines for length and the estimated deadline, as well as any special considerations to keep in mind and the contact person for submitting your draft. You can refer to the table below for helpful information.

It's important to ensure accuracy and readability by making sure your draft doesn't have any serious structure or grammar errors or misspellings, and that the tone of your writing is in keeping with the purpose of the piece. You will want to avoid colloquialisms, acronyms, and uniquely English phrases or references, and carefully consider your use of humor. Finally, *please note the Emotions Anonymous International has final review and approval of all EA writings*. EAI can edit materials for length, spelling, grammar, style and tone so they are appropriate to include in EA publications.

More writing tips are available here: [Harvard Writing Center](#). In brief, you will strive to write active sentences ("I did this" instead of "this was done"); have a logical structure and flow (such as keeping similar thoughts together in one paragraph); be careful about using dashes, hyphens, colons and parentheses, which can interfere with readability, and always use the Spelling & Grammar feature in Word to spell check your work. One way to double-check accuracy is to cut and paste your draft in this [free Grammar Check site](#). Click on the underlined references to look at options for correcting any errors (if you are reading this on the computer).

Following these guidelines will help you produce written pieces that are clear and compelling for all EA members and others to enjoy! All reflections/articles can be submitted by email to Elaine at director@emotionsanonymous.org. Please include your permission to use your writing as EAI sees fit. Material submitted will be saved and used when appropriate.

Opportunities for Use of Writing Submissions

Type of Article	Focus	Suggested Length	Where published
Quick Tip of Month	Easy action ideas to encourage serenity	30 words	Monthly – Strength & Hope newsletter
EA Reflection	Any subject	Typically about 100 words but can be up to 500.	Monthly – Strength & Hope newsletter
Promise for the Month	Reflection on a particular promise	1-5 sentences/fewer than 100 words	website
ESH	Reflection on current subject (past included JFTs, Healthy Meetings, Gratitude). Focus changes every 12 weeks.	4-5 sentences/fewer than 100 words	email
Pamphlet	Any appropriate subject (see suggestions above)	900 words	Literature/materials
Meditation (following format of Today daily reader)	Reflection and action steps pertinent to the EA program	150 total words	New daily reader book

The pages found below are optional writing submission forms. You may also simply send in your writing to submissions@emotionsanonymous.org. If you do not use one of these forms, please provide in writing your permission to use the material as the EAI Board of Trustees along with your submission. Please either send as a MS Word document to submissions@emotionsanonymous.org or mail in a hard copy to P.O. Box 4245 St. Paul MN 55104.



Strength & Hope Monthly Newsletter “Quick Tip of the Month”

This section of the monthly newsletter is designed to be action-oriented. Keep your writing to fewer than 30 words.

My tip is:

I allow Emotions Anonymous International to use this writing for publication as directed by the Board of Trustees and hereby acknowledge that EAI is the owner of all copyright interests, throughout the world.

Signature

Date



Reflection

We encourage EA members throughout the world to submit their reflections to use on the website, social media and in the monthly newsletter and in new literature.

I am submitting a reflection on:

- | | |
|---|--|
| <input type="checkbox"/> Step #_____ | <input type="checkbox"/> Concept #_____ |
| <input type="checkbox"/> Tradition #_____ | <input type="checkbox"/> Just for Today #_____ |
| <input type="checkbox"/> Promise #_____ | <input type="checkbox"/> Slogan _____ |

Reflection: (you may use the reverse side or attach another page – please keep your writing between 100 – 500 words)

How would you like the submission to be recognized?

- I prefer that my submission be recognized by my first name and last initial
- I prefer that my submission be recognized by “Anonymous.”

Your country of origin:

- My country of origin is _____.
- In this submission, I prefer my country of origin to be completely anonymous.

Your email address (for EAI Office use only):

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Signature

Date



Promise of the Month

Reflections on the EA Promise for each month are posted on the EAI website. Send in your thoughts on any particular promise in a few sentences (around 100 words or fewer) and it will be included in the appropriate month.

I am submitting a reflection on Promise # _____ (For the month of _____):

Reflection:

How would you like the submission to be recognized?

- I prefer that my submission be recognized by "Anonymous."
- I prefer that my submission be recognized by my first name and last initial

Your country of origin:

- My country of origin is _____.
- In this submission, I prefer my country of origin to be completely anonymous.

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Experience, Strength & Hope Weekly Email Reflection

Reflections on particular topics are sent out to members via email each week. Prior subjects have included JFT's in Troubled Times, Healthy Meeting Ideas, and Gratitude. Email subjects change every 12 weeks. Send in your thoughts on the current focus in a few sentences (around 100 words or fewer).

I am submitting a reflection on _____

Reflection:

How would you like the submission to be recognized?

- I prefer that my submission be recognized by "Anonymous."
- I prefer that my submission be recognized by my first name and last initial

Your country of origin:

- My country of origin is _____.
- In my submission, I prefer to have my country of origin be completely anonymous.

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Pamphlet

Subject:

Pamphlet Content (no more than 900 words):

Reflection Question Ideas (4-7):

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Meditation Book/Daily Reader

Ideas for book title:

Subject:

Meditation (no more than 100 words):

Reflection (no more than 25 words):

Suggested Action (no more than 20 words):

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