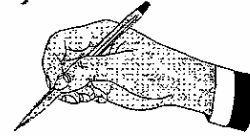


Guidelines for Writing an Article

1. Your ASP experience can be shared by writing a story or an article for:

- ◆ Church newsletter
- ◆ District, province, or synod newsletter
- ◆ Conference, diocese, or synod paper
- ◆ Christian periodicals and magazines
- ◆ Local newspaper
- ◆ Term paper
- ◆ Web site



2. What might be included in your story or article:

- ◆ Name of church and group.
- ◆ Date of participation and number of participants.
- ◆ Where the group served (state or county).
- ◆ The work accomplished (i.e., re-roofing, built a porch).
- ◆ Program outline of the week and other activities in which the group was involved.
- ◆ How group prepared for the experience.
- ◆ Statements that refer to Christian missions and the work of the church today.
- ◆ Individual participant's view of his/her mission experience and the effect on life.
- ◆ Picture of your group.
- ◆ How ASP operates (refer to ASP materials or call the JC office).

3. Areas of sensitivity – not to be used in your article:

- ◆ Name of family you served.
- ◆ Pictures of the family(s).
- ◆ Personal information about the families or people in the community.
- ◆ Generalizations and stereotypes of the area and the people.
- ◆ Condition of center facility (unless it can be a positive remark).

4. Please write from a positive perspective. Negative statements about the area, the facilities, or the people should be avoided completely. Derogatory remarks damage integrity, respect, and personal dignity.

5. Should you wish, the ASP staff would be pleased to review any article you write before submission.

6. Avoid allowing a reporter to interview you for a story of your experience. Reporters will want you to make personal viewpoint statements for a more "complete story", and this is how problems occur. Write your own article.

7. After your article is published, the ASP office would like to have a copy of it to share with others. Thank you for your cooperation and sensitivity in this area.

8. See the accompanying sample.

