

THE SCRIBE NEWSPAPER FREELANCE WRITING GUIDELINES

What We Publish

The Scribe covers visual arts, creative communities, and cultural development across Ohio. We want meaningful journalism that serves artists, educators, and engaged community members. We are here to uplift and connect the many scattered Ohio art organizations and communities together. The Scribe is family friendly as of now, and people from all ages and backgrounds pick up copies.

We publish: Stories that illuminate art's role in community life, document local arts history, explore arts infrastructure, and examine connections between creativity, wellness, and civic engagement. While we do feature individual emerging artists, it would be more beneficial if you would cover the other arts topics, so please do not interview artists on our behalf!

We don't publish: Promotional content, political opinion pieces, event previews/calendar listings, or press release rewrites. (Articles must be your own original content with strong preference towards covering events in person.)

Article Categories

Community Impact: How art strengthens neighborhoods, education, and civic life. Focus on tangible effects: murals revitalizing districts, arts in schools, business-artist collaborations, projects that create measurable change, good news from a recent arts effort.

Local History & Heritage: Forgotten Ohio artists, historic venues with a strong arts background or presence, legacy of art movements, architecture and preservation. Connect past to present.

Art Education & Practice: Professional development for artists and educators. Teaching methods, creative processes, productivity strategies, technical skills, sustaining a practice.

Civic Arts & Infrastructure: How public art gets approved and funded, city-artist partnerships, arts councils, policies shaping cultural spaces. Demystify systems without partisan politics.

Arts & Wellness: Art therapy, mindfulness through making, healing practices, creativity as mental health support. Balance personal stories with professional perspectives.

Cultural Perspectives: Balanced reflection on art's role in society. Tradition vs. innovation, art and identity, community feedback processes, accessibility. Keep it reflective and inclusive, not politically charged. We aim to reflect Ohio's *full* artistic landscape, from major cities to small towns

Standards

Sourcing: Interview primary sources, verify facts with multiple sources, attribute clearly, disclose conflicts of interest.

Writing: 12th-grade reading level, active voice, concrete details. Define jargon. Lead with compelling information. Make specialist topics accessible.

Objectivity: Present multiple perspectives, distinguish fact from opinion, avoid promotional language, question assumptions, keep political bias out.

Politics: You can cover arts funding mechanisms, policy impact on infrastructure, community conversations about public art. You can't write endorsements, electoral opinion pieces, or partisan framing.

No AI Article Policy: Please do not use generative AI to write your article, obvious usage will result in your article being rejected.

How & What to Submit to The Scribe

Pitching

Read first: Check at least three recent issues. Make sure we haven't recently covered your topic.

Include:

1. Working headline
2. One-paragraph summary
3. Why this matters now
4. Key sources you'll interview
5. Word count

- The Scribe only allows full two-page article freelance articles:

1. Two-page article: ~800-1000 words

Submission

- .docx or link to article you wrote on another service
- 50-word author bio
 - Who are you?
 - How long have you been writing?
 - Where are you located?
- 4-6 High-res images with permissions/credits
 - We may ask for written proof of permission for your images
- Source list with contact info
- Note any conflicts of interest
 - You **MUST** disclose any financial, personal, or professional relationships with subjects or organizations featured in their work

Style:

- AP Style
- Include city context for Ohio locations
- No em dashes (Unfortunately while valid grammar, em dashes have become associated with AI generated text and will result in us either altering or rejecting your submission.)
- Captions for images
- Hyperlink to primary sources

Process

Pitch → Assignment (with agreed word count and deadline) → First Draft Submission → Editorial Review & Revisions → Final Approval → Publication & Payment

Expect at least one revision round. We respond to pitches usually quickly. If you are waiting more than two weeks, please reach out again.

Deadlines to Meet

The Scribe has a slightly flexible monthly deadline, which can move if a month has major holidays and other significant events. In general, the safest deadline to meet is the **second Friday of each month**, as we usually print the following Monday! The Scribe is completed around a week before the next month.

We usually respond to pitches quickly, but if we don't reply within a few days, please reach back out!

Payment & Rights

The Scribe pays \$0.28/word, but has limited space in our page layouts, so there's a soft upper limit to what we can support in wordcount. The article length we covered before (~800-1000 words) are approximate. You should aim to be within 10 words of these limits, either above or below. Articles that exceed these limits may be edited or returned for revision. Payment is based only on the **final, published word count**. Payment is issued within 30 days of publication unless otherwise agreed in writing and will be done over check or Venmo / Paypal.

IMPORTANT: Writers retain full copyright to their work but grant The Scribe exclusive first publication rights for six (6) months from the publication date, after which all rights revert fully to the author. During the exclusivity period, The Scribe also holds exclusive use rights to any accompanying photos submitted with the article.

Warm-up Period for New Writers

The Scribe has a "warm-up" period for new writers, which is your first article. We may scrutinize your submission for an extended period and request additional records and documentation from you. New writers are those who have not written for publications or professionally before.

Contact:

jay@apollo-press.com (419) 470-9489

dylan@apollo-press.com