



## Checklist for OHSOFREE Writers

Thank you for your hard work and the love we feel when we read your content. Each of you has grown as a writer by leaps and bounds. We are thankful you are part of our ministry. Together, we share the love of Christ through our content.

<input type="checkbox"/>	At the top of the page, record the name and date the post will be published.
<input type="checkbox"/>	Present the Key Scripture, the guiding principle for your content, in this format: "For God so loved...but have everlasting life" (John 3:16 NIV).
<input type="checkbox"/>	In the body of your content, refer to the Key Scripture in this way: "In the key scripture...," "In the above-quoted verse...," or "In today's scripture...," then finish your thought. You may use a short phrase from the scripture without quoting the entire verse again.
<input type="checkbox"/>	In the body of your writing, and only if necessary, use one (1) additional Support Scripture (preferably short) to complement the Key Scripture.
<input type="checkbox"/>	Check your word count. Your content, including the scripture, should not exceed 350 words. If your writing exceeds the word count, it will be returned for review to honor the editor's time and deadlines. If you're having difficulties, please get in touch with Darla at (405) 551-0271.
<input type="checkbox"/>	Capitalize all "names of God" and pronouns referring to God or Jesus, i.e., God, Lord, Savior, Jesus, Heavenly Father, Him, He, Holy Spirit, etc.
<input type="checkbox"/>	Add an action step at the end of the content instead of a question, as there is no place for readers to comment directly when they listen to your content. For example: <ul style="list-style-type: none"> <li>• <i>Prayerfully consider ....</i></li> <li>• <i>Take time to pray and ask God to help you to ...</i></li> <li>• <i>Consider one action God might be asking you to take ...</i></li> <li>• <i>Reflect on what today's message means to you and your life.</i></li> <li>• <i>Ask God who also needs to hear today's message and share it with them.</i></li> </ul>
<input type="checkbox"/>	Read your content aloud to check for fluency, clarity, and readability. Use your ears to hear your message.
<input type="checkbox"/>	To submit your content, see the document "Teams Instructions for Writers."