

LIVING LUNA ZINE Structure:

Current 12/21/23

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SUBMISSION TYPES ACCEPTED

This is a multi-media zine, a delight for readers and fans of art alike. So long as the content semi-ties into the theme or color scheme of the issue, we accept:

- Photos or high-quality scans of handcrafted 3D or 2D Art
- Photography
- Poetry
- Poetic Prose
- Short Stories
- Articles or Essays on: Environmental Initiatives, Humanitarian Efforts, Empowered Spirituality, Self-Transformation, Thought-Leadership etc

Maximum word count for a 4 page spread is likely around 2000 and no article should be direct self-promotion.

THEMES TO FOLLOW! The current Theme in submission for 2024, Spring Edition with March 01 cutoff is: Awakening.

INVESTMENT INCLUDES

In addition to their pages in the Zine, each contributor also receives:

- A 100-word > bio, headshot, up to 2 social links, and an email to share with our audience listed in the bio section of the zine.
- A PDF copy of the zine, which can be distributed at your discretion. However, this distribution must be non-commercial; contributors may not profit from the work of others in the zine, such as by selling or uploading it as an e-book behind a paywall. Adding it as a freebie to your site, mailing to your list, or sharing on socials are all great ways to promote your content!

- Marketing materials in square (IG, FB, or LI friend) and story format (IG/FB Stories) with your personal headshot & any applicable information.
- Promotion via the Living LUNA Pages + Profiles on LinkedIn, FB, IG, TikTok, YouTube, Discord, & our mailing list.

By paying a higher promotional fee, you will also have a full-page bio & approved advertisement for services in the end section of the Zine.

INVESTMENT & PAGE CONTENT DETAILS

ASSOCIATED INVESTMENT	Returning Contributor	New Contributor
One Page Spread Each Page Can Fit: • 1 Large Image + Description and up to 150 additional words in poem or prose format • A poem of about 250 words or less (more if the lines are longer) • A helpful article, prose piece, or other short piece of writing of ~400+/- words.	\$47	\$57
Two Page Spread Each page can fit: • 1 Large Image + Description, or up to 4 small images with an artist credit. • A poem of about 250 words depending on the format. • An article/prose piece of about 400 words or less. Ideas for a 2-page spread include: • An art gallery: 2-6 images, with or without additional text. • A longer form text post, up to 750 words.	\$87	\$107
Three Page Spread Each page can fit: • 1 Large Image + Description, or up to 4 small images with an artist credit. • A poem of about 250 words depending on the format. • An article/prose piece of about 400 words or less. Ideas for a 3-page spread include: • An art gallery: 2-8 images, with or without additional text.	\$127	\$157

• A longer form text submission, up to 1200 words (Short story, article, prose piece).		
Four Page Spread Each page can fit: • 1 Large Image + Description, or up to 4 small images with an artist credit. • A poem of about 250 words, depending on the format. • An article/prose piece of about 400 words or less. Ideas for a 4-page spread include: • An Art gallery: 4 Large Images or smaller images + Descriptions and text bars (~200 words or so each page). • Combination of images + text, up to 1500 words (Short story, article, prose piece).	\$167	\$207
Full Page Bio Spread to Market Your Offer Product offers will likely not be approved unless it's for a book or self-made products. Small businesses that are service, coaching, healing, etc oriented will likely be approved. Full-page bio spreads include a longer bio + a description of a service or offer, plus links.	\$297	\$297
Editing Service If your long form text piece needs editing to meet our standards for submission, we will return it to you with a request to edit, or will offer an editing service at \$25 per layout page to do additional editing for you. Most of our submissions have already been polished before submitting, so minimal editing is needed.	\$25 per page	\$25 per page

Discounts shown are available for returning contributors. Please reach out to Coach@Safrianna.com or contact us Safrianna Lughna directly if you have already contributed and would like to use a discount. We will get you a discount code!

FULL TERMS OF SERVICE FOR THE LIVING LUNA ZINE

1. Introduction

Welcome to Living LUNA Zine, a platform dedicated to showcasing diverse and creative works. Our zine focuses on uplifting and inspiring content, aligning with our ethos of "Uplifting the Others." This Terms of Service (ToS) agreement outlines the rights and responsibilities of both the zine and its contributors.

2. Intellectual Property Rights

All contributors retain full copyright to their submitted works. You are free to contribute your works to other zines, magazines, blogs, etc., as long as such actions do not conflict with the policies of those entities. By submitting your work, you affirm that you hold the necessary rights to do so (for example, some poetry zines will not allow you to submit to more than one publication).

3. Contributions and Credits

Contributors are invited to submit their works, including images and text. Each contributor will be duly credited for their work on their respective page, along with a bio and any relevant personal or professional information they wish to include.

4. Rights to Reject or Edit Submissions

1. Review and Approval Process

- All submissions to Living LUNA Zine are subject to a review process. Our editorial team is committed to maintaining the zine's high standards and alignment with its core values of "Uplifting the Others."

2. Right to Reject Submissions

- Living LUNA Zine reserves the right to reject any submissions that do not align with the zine's values, standards, or themes. This includes, but is not limited to, content that we find offensive, discriminatory, or otherwise inappropriate for our audience.

3. Editorial Edits

- Submissions may undergo editorial review for clarity, length, consistency, and adherence to our style guide. We aim to preserve the contributor's original voice and intent while ensuring the content fits cohesively within the zine.

4. Communication of Edits

- If edits are required, contributors will be informed and, where feasible, provided with the opportunity to review and approve the changes. However, the final decision on content inclusion and editing rests with the editorial team.

5. Excessive Editing

- In cases where a submission requires excessive editing, the editorial team may choose to decline the submission. We define 'excessive editing' as requiring substantial changes that alter the fundamental structure or content of the work.

6. Editing Service Offer

- For submissions that require extensive editing, contributors have the option to utilize our editing service at a rate of \$25 per page of content. This service is designed to assist contributors in refining their work to meet our publication standards.

7. Acceptance of Edits

- Submission of work to Living LUNA Zine implies acceptance of potential editorial changes. Contributors who disagree with the editorial decisions may withdraw their submission according to the guidelines outlined in the 'Termination and Modification' section of our ToS.

5. Fee Structure for Contributors

As part of the contribution fee, contributors will receive:

- Inclusion of their work in the final zine over a 1 to 4 page spread.
- **A 100-word or less bio, headshot, up to 2 social links, and an email** to share with our audience in the bio section.
- A PDF copy of the zine & public link which can be distributed at the contributor's discretion in any non-for-profit way. Distribution must be non-commercial.
- **Personal marketing materials** in a square and story format (IG/FB Stories) with the contributor's headshot & any applicable information, plus swipe copy to send to a mailing list or post on socials.

- Promotion via the Living LUNA Pages + Profiles on LinkedIn, FB, IG, TikTok, YouTube, Discord, & our mailing list.
- By paying a higher promotional fee, you will also have a full-page bio & approved advertisement for services in the end section of the Zine.

The fee structure for submission in the zine as of 12/21/2023 is as follows:

- \$57 1/page
- \$107 2/page
- \$157 3/page
- \$207 4/page
 - You have the option to add a Full Page Bio Spread / Marketing Page for \$297 in addition to the regular page fees.

Discounts are available for returning contributors. Please reach out to Coach@Safrianna.com or contact Safrianna Lughna directly if you have already contributed and would like to use a discount.

6. Distribution Rights for PDF Copy of the Zine

1. Rights Granted to Contributors

- Upon publication, each contributor to Living LUNA Zine will receive a PDF copy of the zine. Contributors are granted the right to distribute this PDF copy at their discretion, subject to the terms outlined herein.

2. Non-Commercial Distribution

- The distribution of the PDF copy by contributors must be strictly non-commercial. Contributors are prohibited from profiting directly from the distribution of the zine. This includes but is not limited to:
 - Selling the PDF copy of the zine.
 - Uploading the zine or its contents to e-book platforms, websites, or other media behind a paywall.

3. Credit and Integrity

- In any distribution of the PDF copy, contributors must ensure that credit is appropriately given to all contributors and Living LUNA Zine. The integrity of the zine, including its content and layout, must be maintained without alteration.

4. Limitation of Rights

- The rights granted for the distribution of the PDF copy are specific to the contributor's own work within the context of the zine. It does not extend to the separate or individual use of other contributors' works without their explicit consent.

5. Acknowledgment of Restrictions

- By accepting the PDF copy of the zine, contributors acknowledge and agree to adhere to these distribution restrictions. Failure to comply with these terms may result in legal action and the revocation of distribution rights.

7. Use of Content by Living LUNA

The submitted works will be used solely for the purpose of the zine. Those approved will be distributed via PDF & website/clickthrough form, and may be published by Living LUNA via e-book platforms such as Kindle/Amazon KDP. Any additional uses, such as promotional material, will be communicated and agreed upon with the respective contributors. As aforementioned, all rights remain with the contributor for their work.

8. AI-Generated Content Policy

1. AI Contributions for Zine Content

- Living LUNA Zine values originality and the unique creative expressions of our contributors. In line with this ethos, AI-generated content will not be included as part of the final published zine content. This includes, but is not limited to, text, images, or any other forms of content produced using artificial intelligence.

2. Use of AI in Marketing

- While AI-generated content is not included in the zine, we may use such content for marketing purposes. This could involve promotional materials, social media posts, or other marketing strategies where AI-generated content can enhance the presentation or communication of the zine's themes and values.

3. Disclosure and Transparency

- Any AI-generated content used in our marketing efforts will be clearly disclosed as such. We are committed to maintaining transparency with our audience and contributors regarding the origin of content used in our marketing materials.

9. Termination and Modification

Contributors may withdraw their work from the zine prior to publication under certain conditions, which should be communicated to the zine's editorial team (Support@LivingLUNAs.com). The zine reserves the right to modify these terms, with prior notice and explanation to contributors. Generally speaking, once your submission fee has been paid and your pieces submitted, there will be no refunds. After publication, there will be absolutely no refunds under any circumstances.

1. Submission Fee Policy
 - a. The submission fee for contributing to Living LUNA Zine is non-refundable once paid. This fee covers the administrative, processing, and creative costs associated with reviewing and potentially publishing submitted works.
2. Exceptional Circumstances
 - a. While our policy is generally non-refundable, we may consider exceptions in extraordinary circumstances. These may include:
 - i. Technical issues resulting in the non-submission or loss of the contributed work.
 - ii. Significant changes to the zine's publication schedule or content that materially affect the contributor's original submission.
3. Refund Process
 - a. Requests for refunds under exceptional circumstances must be made in writing to Support@LivingLUNAs.com.
 - b. The request should include a detailed explanation of the circumstances, any relevant documentation, and the contributor's contact information.
4. Refund Evaluation
 - a. Each refund request will be evaluated on a case-by-case basis.
 - b. The decision to grant a refund will be at the discretion of the Living LUNA Zine editorial team, considering the fairness to all parties involved.
5. Refund Timeline
 - a. If a refund is granted, it will be processed within 30 days of the decision.
 - b. Refunds will be issued to the original payment method used at the time of submission.
6. Post-Publication Policy
 - a. After the publication of the zine, no refunds will be provided under any circumstances. This includes any dissatisfaction with the final product or changes in the contributor's personal circumstances.
7. Promotional Fee Policy

- a. If a higher promotional fee is paid for additional services (such as a full-page bio and advertisement), the same non-refundable policy applies. However, contributors may contact the editorial team if there are issues or concerns regarding these additional services.

10. Privacy Policy

1. Collection of Personal Information

- Living LUNA Zine collects personal information from contributors, such as names, email addresses, and social media links, solely for the purposes of publication and communication regarding the zine.

2. Use of Personal Information

- The personal information provided will be used in the following ways:
 - To credit contributors in the zine alongside their submissions.
 - To facilitate direct communication between Living LUNA Zine and the contributors regarding their submissions, editorial queries, and other relevant matters.
 - For potential direct referrals when appropriate and consented to by the contributor.

3. No Automatic Newsletter Subscription

- Contributors will not be automatically subscribed to our newsletter or any other marketing materials. Subscription to additional communications will only occur upon the explicit request of the contributor.

4. Protection and Confidentiality

- Living LUNA Zine is committed to protecting the privacy and confidentiality of our contributors' personal information. We employ appropriate security measures to prevent unauthorized access, disclosure, modification, or unauthorized destruction of the information.

5. Limited Use

- Personal information will not be used for any purposes outside the scope of Living LUNA Zine's publication and related communications. It will not be shared or sold to third parties for marketing or any other purposes.

6. Data Retention

- We will retain personal information only for as long as necessary for the fulfillment of the purposes for which it was collected, unless a longer retention period is required or permitted by law.

7. Contributors' Rights

- Contributors have the right to access, correct, or delete their personal information. Requests for access, correction, or deletion can be made to Support@LivingLUNAs.com.

11. No Guarantee of Results

Living LUNA Zine does not guarantee any specific business or marketing outcomes from the publication of your work in our zine. We are a small organization & will market on all of our channels. However, much of your success comes from your willingness to share and promote the finished product as well. The current fee structure for submission does not include a budget appropriate for marketing via paid advertising.

12. Legal Considerations

This agreement is governed by the laws of Maryland, USA. Any disputes arising from this agreement will be resolved through arbitration in Maryland, USA.

13. Acceptance of Terms

By submitting your work to Living LUNA Zine, you are agreeing to these terms. If you have any questions or need clarification, you are encouraged to contact us before submitting your work.

15. Contact Information

For any inquiries regarding these terms or any other aspect of your contribution, please contact us at Support@LivingLUNAs.com

Mail based inquiries can be addressed to:

LUNA Counseling & Creative Services, LLC
122 E. Patrick St. Suite 108
Frederick, MD 21701