

Bar Briefs Author Guidelines Substantive Law Articles

Editorial Staff Contacts

- Jenny Bencomo, Managing Editor • (502) 583-5314 • jbencomo@loubar.org

Editorial Process

Bar Briefs assumes that every article submitted for publication will be edited with the full permission of the author. The editorial process generally follows these steps:

The coordinating article editor will provide the author with a deadline schedule.

To ensure that all topics are unique and fit within *Bar Briefs* editorial standards, the coordinating article editor will provide the author with a deadline by which to submit a short summary of the article he/she is writing. This date will generally fall a couple weeks in advance of the article deadline.

Manuscripts are due to *Bar Briefs* one month prior to publication. If the author anticipates any problem meeting the established schedule, this must be promptly communicated to the coordinating article editor.

After the manuscript is submitted to *Bar Briefs*, it will undergo two rounds of in-house editing. Editors will review for legal accuracy and to ensure the article contents comply with *Bar Briefs*' editorial standards. Editing may be extensive and rigorous. *Bar Briefs*' editors will address the article's style and tone, organization, scope, readability, grammar, punctuation, citation format and consistency.

The author will not be provided an edited manuscript for review before publication. The decision as to which articles will be published and when is at the discretion of *Bar Briefs*.

Publication Standards

• **Content/Tone:** *Bar Briefs*' articles are intended to inform and educate. Articles should be oriented toward specialists in the area of law that the article emphasizes (for example, tax, real estate, labor), although attorneys practicing in related areas also should find the information of interest and understandable. Articles should be written in a practical, how-to-do-it manner rather than in a scholarly (law review), case note, or conversational (news magazine) style. Articles must be neutral and avoid opinions; cannot be editorializing in nature; cannot advocate the position of an author or organization; should not speak to an author's personal experiences; and must not include suggestions for changing current law. Writing about proposed legislation is discouraged, as forthcoming laws are subject to change. Likewise, cases pending before the court ordinarily should not be the subject of articles until the cases have been decided through appeals. Articles that attempt to promote a product, service, or profit-making venture will not be published.

• **Author Expertise:** Authors are expected to keep abreast of the legal field and of changes in the subject area. The author should immediately contact the *Bar Briefs* legal editor with whom he or she is working during the editorial process if new laws or cases impact an article. There may be time to make changes before publication; alternatively, an update may be published online and in a future issue of *Bar Briefs*.

• **Citations:** Authors are responsible for the accuracy of all citations – and should only include full citations when critically necessary to the context of the article. All citations should be formatted within the text of the article and should flow naturally with the sentence structure. Footnotes may be included for editing purposes, but will not be published.

The following is a made up example of how to reference a case using *Bar Briefs* formatting guidelines (laws, proposed regulations, etc. follow the same general guidelines):

This:

In *ABC Family Care v. Smith & Green Law Group*, ABC Family retained Smith & Green (S&G) to close a commercial loan.

Not:

In *ABC Family Care, LP v. Smith & Green Law Group, LLP*, 426 Mass. 631 (2013), ABC Family, LP retained Smith & Green, LLP (“S&G”) to close a commercial loan. *ABC Family Care, LP v. Smith & Green Law Group, LLP*, 2013 Mass. LEXIS 328, **2.

Authors may peruse past published *Bar Briefs* articles to better follow the correct format.

• **Quotations:** Lengthy quotations should be used only if the language is essential; paraphrasing is preferred.

• **Introduction and Conclusion:** Every article should have: (1) an introduction, which includes a short paragraph providing an overview of what the article covers (e.g., “This article discusses . . .”); and (2) a conclusion, which summarizes the article and brings together major points without addressing new material.

• **Titles and Subheads:** The article title may not be longer than 11 words and should clearly state the subject matter of the article. *Bar Briefs* encourages the use of appropriate subheads, which should not exceed six words each. Subheads indicating a shift in topic or emphasis should be plainly marked. Subheads ordinarily should be no more than two-level headings (e.g., MS Word style formats Heading 2 and Heading 3). Titles and subheads may be edited at the discretion of the editorial team.

• **Format and Length:** Manuscripts should be single-spaced throughout, including citations. Manuscript length ordinarily should not exceed 2,500 words. Articles shorter than 2,500 words will be considered. Paragraphs should be limited to 100 words. Requests to submit longer articles should be brought to the attention of the coordinating editor.

• **Illustrations:** All graphic elements should be submitted separately in a hi-res JPEG, TIF or PDF format. NOTE: graphic submissions are rare and optional, but size requirements are a must (resolution of 300 dpi or greater in .jpg, .tif, or .pdf formats). The decision to use submitted artwork will be determined by the LBA editorial/production staff. See the *LBA photo specs* sheet for additional details.

• **Editorial Style:** Authors should avoid the following: use of first or second person (I, we, you); one-sentence paragraphs or long paragraphs; use of clichés, questions, jargon or legalese; and overuse of passive voice.

Submission Procedures

The following must be submitted to the coordinating editor:

• **Summary:** A short summary of the article in which the author intends to submit should be e-mailed to the coordinating editor two weeks prior to the article deadline.

• **Manuscript:** An electronic version of the accepted article, preferably as an MS Word attachment. Please do not submit documents that have been converted into PDF format.

• **Author Information:** Author's name; affiliation with firm, company or entity, including the author's title (associate, partner, etc.); affiliation with the LBA (i.e., Section member or leadership role(s)) if applicable.

• **Author Agreement:** The submitting author agrees to allow *Bar Briefs* to publish and distribute the author's work in both print and electronic media. *The author retains copyright.* This agreement does not preclude the author from using the material elsewhere; educational and professional uses of the author's work are encouraged. If the author wishes to reprint or republish, the author agrees to include a notice on the article per the *Bar Briefs* Article Reprint permission statements.

• **Disclosure Information (if applicable):** If an author, or anyone in the author's firm, has served as counsel for a case or has been involved in legislation or any other matters discussed in the article, the author must disclose this information, which will be noted in the published article.

• **Author Photograph:** Author photographs should be a professional style headshot; See the *LBA photo specs* sheet for additional details.

Author Review of Published/Posted Article

After initial publication, authors may request a print copy of the issue and/or a PDF copy of their article. Authors should notify *Bar Briefs* staff of any errors or corrections that need to be made.