

# CALENDAR AND DEADLINES

## CONTRA COSTA LAWYER MAGAZINE

### EDITORIAL CALENDAR 2017

Print issues are listed in **bold**, online-only issues in regular font.

ISSUE ( <b>PRINT/ONLINE</b> )	ARTICLE DEADLINE	THEME	GUEST EDITOR(S)
<b>JANUARY</b>	<b>DEC 1, 2016</b>	<b>THE BAR ASSOCIATION ISSUE</b>	<b>THERESA HURLEY</b>
FEBRUARY	JAN 10, 2017	LGBTQ/DIVERSITY & THE LAW	SUMMER SELLECK
<b>MARCH</b>	<b>FEB 2, 2017</b>	<b>REAL ESTATE</b>	<b>MARCUS BROWN</b>
APRIL	MAR 8, 2017	ADR	MAGGIE GROVER
<b>MAY</b>	<b>APR 6, 2017</b>	<b>EPP RIGHT TO DIE</b>	<b>VIRGINIA GEORGE</b>
JUNE	MAY 10, 2017	BANKRUPTCY	DAVID ARIETTA
<b>JULY</b>	<b>JUNE 1, 2017</b>	<b>EMPLOYMENT (PAGA)</b>	<b>JAMES WU</b>
AUGUST	JULY 12, 2017	ATTORNEY ATHLETES	DAVID PEARSON
<b>SEPTEMBER</b>	<b>AUG 3, 2017</b>	<b>BUSINESS &amp; TAX</b>	<b>CHRISTINA WEED</b>
OCTOBER	SEP 12, 2017	LITIGATION	LEONARD MARQUEZ
<b>NOVEMBER</b>	<b>OCT 5, 2017</b>	<b>BENCH/BAR</b>	<b>STEPHEN NASH</b>
DECEMBER	NOV 7, 2017	POTPOURRI	EDITORIAL BOARD

#### CONTACT INFORMATION:

David Pearson, Contra Costa Lawyer Co-Editor: attorney@mac.com | (925) 287-0051  
Suzanne Boucher, Contra Costa Lawyer Co-Editor: sblaw@msn.com | (925) 933-1500  
Carole Lucido, Communications Coordinator: clucido@cccba.org | (925) 370-2542

#### CONTRA COSTA COUNTY BAR ASSOCIATION

2300 Clayton Road, Suite 520, Concord CA 94520

Ph 925.686.6900 | Fx 925.686.9867

www.cccba.org



Contra Costa Lawyer Online  
www.contracostalawyer.org



Facebook.com/CCCBA



@CCCBAR



Contra Costa County  
Bar Association Group



# PUBLISHING GUIDE

© Stephen Joseph

## ARTICLE SUBMISSION AND PUBLISHING GUIDELINES FOR THE CONTRA COSTA LAWYER

### OUR AUDIENCE

Our audience consists of attorneys, judges, paralegals, law students and other legal professionals in Contra Costa County. We publish articles that are of interest to legal professionals, but are still accessible to the educated layreader. If you are not familiar with The Contra Costa Lawyer magazine, we encourage you to review it on our website, [www.cccbba.org](http://www.cccbba.org). Please note that each issue typically has a specific theme, determined by CCCBA's Editorial Board. The State Bar of California offers MCLE credits for publishing legal materials. See *Writing Published Legal Materials [Rule 2.83(C)] [self-study]* online at <http://mcle.calbar.ca.gov/Attorneys/EducationOptions.aspx>.

### SUBMISSION CRITERIA

- As a membership benefit, articles are accepted from all CCCBA members.
- Selection for publication is based on the article's relevance to our readers determined by content and timeliness.
- All articles are subject to the editors' approval and we reserve the right to edit or reject any articles submitted for publication. **Editors reserve the right to edit pieces for clarity, length, grammar and CCCBA style guidelines.**
- All articles must be original and submitted by the author or an authorized representative.
- Articles should be submitted on an exclusive basis. If an article has been submitted or accepted for publication at another publication, or if the article has been previously published, the author(s) must provide detailed information and written permission for re-publication, along with contact information for the responsible person(s) at the other publication(s).
- The Contra Costa Lawyer has a zero tolerance policy regarding plagiarism. Published articles that are found to include plagiarized content will be removed from the online archive and a correction and/or notice of removal will be published in the next issue of the magazine, as appropriate. Articles from authors who submit plagiarized material will not be considered for future publication in the Contra Costa Lawyer. To prevent accidental plagiarism, always credit and reference authors of any data or materials quoted or paraphrased, whether the material is published or unpublished. **Provide accurate citations and links if the referenced material is accessible online.**

- Authors who submit articles on legal news and evolving topics should be prepared to update the Contra Costa Lawyer editors with new developments. If a submitted article is no longer up to date by the time of publication (or soon thereafter), authors should submit at least a paragraph that provides an update and can be published along with the article online.

### DEADLINES

The Contra Costa Lawyer is published monthly: Print issues are published six times per year and the online magazine is published monthly. The editorial deadline is typically six weeks prior to the publication date. Exceptions are made for timely articles written for online publication.

### FORMAT

Contributions are to be submitted electronically in a word processing or electronic mail file. Microsoft Word is preferred whenever possible. **Please single-space your article.** Include links to online sources when available.

### LENGTH

The length of a submission is based on space availability. Please keep articles to a **1,000 word count**.

### EDITORIAL PROCESS

After receiving your article, we will edit as required for space or clarity. We follow The Associated Press Manual of Style. During the editorial process, we may contact you with questions. If you request to review the final version of your article, we will gladly send it to you prior to publication if editorial deadlines permit it.

### BIOGRAPHY/BYLINE

Please include a biographical statement of approximately 25-50 words, including your background and qualifications, and, if you wish, information on how readers may contact you. If desired, you may also submit a professional-quality photograph of at least 300 dpi (dots-per-inch) resolution in TIF or JPG format.

### REPRINTS OF SUBMISSIONS

We will provide two complimentary copies of the issue in which your submission appears. If your submission is subsequently printed elsewhere, please cite The Contra Costa Lawyer as original publisher.

### QUESTIONS OR COMMENTS?

Please contact CCCBA Communications Coordinator Carole Lucido at [clucido@cccba.org](mailto:clucido@cccba.org).

**CONTRA COSTA COUNTY BAR ASSOCIATION**  
2300 Clayton Road, Suite 520, Concord CA 94520  
Ph 925.686.6900 | Fx 925.686.9867  
[www.cccbba.org](http://www.cccbba.org) | [www.contracostalawyer.org](http://www.contracostalawyer.org)