

CALENDAR AND DEADLINES

CONTRA COSTA LAWYER MAGAZINE EDITORIAL CALENDAR 2018

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

ISSUE (PRINT/ONLINE)	ARTICLE DEADLINE*	THEME	GUEST EDITOR(S)
JANUARY 2018	NOV. 27, 2017	THE BAR ASSOCIATION ISSUE	THERESA HURLEY
FEBRUARY	JAN. 2, 2018	UPDATE ON NEW LAWS	EDITORIAL BOARD
MARCH	JAN 25, 2018	WOMEN AND THE LAW	BETH MORA
APRIL	MAR 2, 2018	DEVELOPMENT IN CONTRA COSTA	MARCUS BROWN
MAY	MAR 28, 2018	WINE & WEED	SUZANNE BOUCHER & CHRISTINA WEED
JUNE	MAY 3, 2018	BUSINESS SUCCESSION PLANNING	ROGER BROTHERS
JULY	MAY 28, 2018	CONSTITUTIONAL ISSUE	INGA MILLER
AUGUST	JULY 5, 2018	THE RETRO ISSUE CONTRA COSTA LAWYER OVER THE YEARS	EDITORIAL BOARD
SEPTEMBER	JULY 26, 2018	THE CROSSOVER ISSUE - SEXUAL HARRASSMENT	NICOLE MILLS
OCTOBER	AUG 31, 2018	CONF. OF CALIF BAR ASSNS	MARGARET GROVER
NOVEMBER	SEPT 21, 2018	BENCH/BAR	STEPHEN NASH
DECEMBER	OCT 29, 2018	PRO BONO / ETHICS	STEVE DERBY

* **PLEASE NOTE:** GUEST EDITORS MAY REQUIRE ARTICLES ONE WEEK EARLIER FOR EDITING PURPOSES.

CONTACT INFORMATION:

Suzanne Boucher, Contra Costa Lawyer Co-Editor: sblaw@msn.com | (925) 933-1500

Inga Miller, Contra Costa Lawyer Co-Editor: inga@millerpropertylaw.com | (925) 402-2192

Carole Lucido, Communications Director: 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](https://www.facebook.com/CCCBA)



@CCCBAR



Contra Costa County
Bar Association Group

Contra Costa **Lawyer**

Article Submission and Publishing Guidelines

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.cccba.org. Please note that each issue typically has a specific theme, determined by CCCBA's Editorial Board.

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.

ROLE OF THE GUEST EDITOR

Guest Editors enlist the help of other CCCBA member attorneys or other local attorneys to write original articles that support the theme of the issue. Guest Editors make sure articles are on-point for their topic, guide authors to make articles more interesting or relevant, and request more detail on specific points.

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.

MCLE CREDIT

Attorney authors may claim SELF-STUDY credit under the published material rule (MCLE Rules - Attorneys 2.83 (C)) for the amount of time that they spend writing an article. In the event that an attorney was audited, they would prove completion of these self-study hours by providing a copy of the published article. CCCBA does not issue certificates to the authors of CC Lawyer articles.

QUESTIONS OR COMMENTS?

Please contact CCCBA Communications Coordinator Carole Lucido at clucido@cccba.org.