

Contra Costa Lawyer

Editorial Calendar and Deadlines

Contra Costa Lawyer Editorial Calendar 2020

The Contra Costa County Bar Association will feature the following topics and themes in upcoming issues of the Contra Costa Lawyer (**Print issues in bold**).

ISSUE DATE (PRINT/ONLINE)	ARTICLE DEADLINE	THEME	GUEST EDITOR
JANUARY 2020	Nov 25, 2019	THE BAR ASSOCIATION ISSUE	THERESA HURLEY
FEBRUARY	JAN 6, 2020	THE LAW STUDENT ISSUE	TIM HYDEN
MARCH	JAN 27, 2020	EMPLOYMENT LAW	JAMES WU
APRIL	MAR 5, 2020	HOT TOPICS IN THE LAW	EDITORIAL BOARD
MAY	MAR 30, 2020	DIVERSITY ISSUE	MIKA DOMINGO
JUNE	MAY 1, 2020	ADR ISSUE	ADR BOARD
JULY / AUGUST	MAY 26, 2020	ELDER LAW	LORRAINE WALSH
SEPTEMBER	JULY 27, 2020	TAX LAW	RITA HOLDER
OCTOBER	SEPT 3, 2020	THE VOTING ISSUE	MARTA VANEGAS
NOVEMBER	SEPT 21, 2020	BENCH/BAR	KATE BIEKER
DECEMBER	NOV 9, 2020	THE SELF STUDY ISSUE	EDITORIAL BOARD
JANUARY 2021	Nov 28, 2020	THE BAR ASSOCIATION ISSUE	THERESA HURLEY
FEBRUARY	JAN 4, 2021	FAMILY LAW	KATY GRONOWSKI

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

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Contra Costa County
Bar Association Group

Contra Costa **Lawyer**

2020 Article Submission and Publishing Guidelines

OUR AUDIENCE

Contra Costa Lawyer is the official publication of the Contra Costa County Bar Association. Our audience consists of attorneys, judges, paralegals, law students, other legal professionals and affiliate members located generally in Contra Costa County.

ARTICLES AND CONTENT

Each issue maintains an editorial focus with practical legal articles and features written for our audience but are still accessible to the educated lay reader. The content of each issue is planned up to one year in advance. Space is limited and placement is only guaranteed for paid advertisements. All content in the publication is subject to approval and editing for style, grammar, continuity, length and accuracy.

SUBMISSION CRITERIA

- As a membership benefit, articles will be considered for publication from all CCCBA members. However, self-serving articles promoting specific named products or services of an individual or firm will not be published.
- The Co-Editors in conjunction with the Editorial Board, reserve the right to edit pieces for clarity, length, grammar and CCCBA style guidelines or to reject articles submitted, and to decide when or if to publish an article.
- Upon submission, an author may request permission to review any substantive changes, subject to the publishing deadline. All content in the publication is subject to approval, and editing.
- All articles must be original and submitted by the author or an authorized representative. Authors will be required to sign the CCCBA's Publication Agreement and to agree to the copyright provisions therein.
- 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).
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- 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.

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DEADLINES

The Contra Costa Lawyer is published 11 times per year in print six times per year and the online magazine is published monthly except for August. See the Editorial Calendar for deadlines.

FORMAT

Contributions are to be submitted electronically in a word processing or email file. Microsoft Word is preferred whenever possible. Include links to online sources when available, but please keep footnotes and citations to a minimum.

LENGTH

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

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.

EDITORIAL PROCESS

Articles will be edited as required for space or clarity. We follow The Associated Press Manual of Style. During the editorial process, editors may contact authors with questions. Authors may review any substantive changes prior to publication, on written request, subject to publishing deadlines.

ROLE OF THE GUEST EDITOR

Guest Editors enlist the help of other CCCBA member attorneys, other local attorneys or subject-matter experts to write original articles that support the theme of the issue. Guest Editors make sure articles are on-point for their topic, and are complimentary but address different issues within the theme. They guide authors to make articles more interesting or relevant, and may request more detail on specific points.

MCLE CREDIT

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Contra Costa **Lawyer**

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