

Contra Costa **Lawyer**

2019 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 However, self-serving articles promoting specific named products or services of an individual or firm will not be published.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 in print six times per year and the online magazine is published monthly. 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.

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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 is audited, he/she would prove completion of these self-study hours by providing a copy of the published article. CCCBA does not issue certificates to authors.

Contra Costa **Lawyer**

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