

# COLORADO LAWYER

## Guidelines for Department Articles

### Staff Contact

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### Editorial Process

*Colorado Lawyer* assumes that every article submitted for publication will be edited with the full permission of the author. The decision as to which articles will be published and when is at the discretion of *CL*. The editorial process generally follows these steps:

1. The coordinating editor (CE) will review and edit the article for legal accuracy and to comply with *CL* editorial standards.
2. The CE will provide the author with a deadline schedule. Reviewed manuscripts are due to *CL* two months before publication. If the author anticipates any problem meeting the established schedule, this must be promptly communicated to the CE.
3. The CE will submit the article to *CL* or, alternatively, the author may submit the article with a statement that it has been reviewed and approved by the CE. After the manuscript is submitted to *CL*, it will undergo in-house editing to conform to *CL*'s editorial standards. Editing may be extensive. *CL* editors will address the article's style and tone, organization, scope, readability, grammar, punctuation, citation format, and consistency.
4. The author will be provided an edited manuscript for review and approval before publication. *CL* expects the author to turn around the article quickly (usually within 48 hours). If the end product is not acceptable, the author should inform the *CL* editor immediately. The article will not be published until a mutual agreement is reached.

### Publication Standards

- ▶ **Content/Tone:** Department articles are generally informational and often include how-to or best methods for practical application. First person may be used to share personal anecdotes, reduce passive writing, establish credibility, and (where appropriate) express personal views.
- ▶ **Citations:** Authors are responsible for the accuracy of all citations. Citations must be adequate to annotate the material and provide practical information for attorneys. Citations should be formatted as endnotes and appear in numerical order at the end of the manuscript, not in the text of the article or as footnotes. *CL* generally follows *The Bluebook*; authors are encouraged to review endnotes in published *CL* articles to become acquainted with *CL* citation format. Web addresses should be included for cited information when available.
- ▶ **Quotations:** Lengthy quotations should be used only if the language is essential; paraphrasing is preferred.
- ▶ **Introduction and Conclusion:** Every article should have an introductory and a concluding paragraph.
- ▶ **Titles and Subheads:** The article title should clearly state the subject matter of the article. *CL* encourages the use of headings and subheadings to indicate a shift in topic and break up long sections of text. However, "stacked headings" (two headings with no text in between) are not allowed.
- ▶ **Format and Length:** Article length should be adequate to sufficiently address the topic. Department articles are generally between 1,500 and 3,000 words, but longer or shorter articles will be considered.
- ▶ **Sidebars, Charts, and Tables:** Authors are encouraged to submit sidebars, charts, tables, or other instructive graphics with their articles.

## Submission Procedures

The following must be submitted to the CE:

- ▶ **Manuscript:** Articles should be submitted as attachments to email in MS Word.
- ▶ **Author Bio(s):** The following information should be supplied for each author: name; phone number and/or e-mail address; affiliation with firm, company, or entity, including the author's title (associate, partner, etc.); and any other pertinent information about the author's background and experience.
- ▶ **Author Photograph(s):** A digital headshot (head and shoulders) of each author should be sent to *CL* staff. Photos should be saved as .tif or .jpg files at a minimum of 300 dpi. Digital cameras settings should be at the highest quality setting. Photos saved from the Web are generally not suitable for print. A color print can be submitted for scanning by the editorial department.
- ▶ **Signed License Agreement(s):** A standard License Agreement must be executed by each author and returned to the CE when the manuscript is submitted. This License Agreement allows *CL* to publish and distribute the author's work in both print and electronic media. *The author retains copyright.* Signing 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 article, the author agrees to provide *CL* with a signed Permission to Reprint form and include a notice on the article that the work originally was published in *CL*.