

COLORADO LAWYER

Guidelines for Profiles in Success

Staff Contact

Susie Klein, managing editor: (303) 907-1828, sklein@cobar.org

Researching the Subject

- ▶ Individuals highlighted in this column can be living or deceased. Their contributions to the practice of law, access to justice, the legal community, and the community at large must make them worthy of being featured in a narrative that is informative, engaging, and inspirational.
- ▶ Authors are responsible for researching the subject and conducting interviews as appropriate.
- ▶ Authors must inform the staff contact of their intent to submit a piece, as well as when they expect to complete it.
- ▶ Authors are responsible for determining beforehand whether there is sufficient information available. The staff contact will keep authors informed of deadlines and publication dates.

Profile Content

- ▶ Biographical information about the subject:
 - Birthplace and date of birth.
 - General educational facts (where and when the subject attended school, majors, degrees earned, etc.).
 - Jobs held and career moves made throughout the subject's life.
 - Interesting and relevant personal or family information and community involvement.
 - Contributions to the CBA, legal profession, and community.
 - Personal or other law-related anecdotes of interest.
 - Anything about the subject that makes him or her deserving of recognition.
- ▶ Photographs of subject:
 - Authors are responsible for providing photographs of the subject. Photographs taken at different times of the subject's life are encouraged. Photos may be submitted as prints to be scanned by *CL* or may be submitted electronically as attachments. High-resolution (300+ dpi) tiff or jpeg files are preferred.
 - Authors may be reimbursed for expenses incurred obtaining photo(s) from historical societies or libraries.
 - All photos should be submitted with captions that name all parties in the photo. (If it's a large group of people, individuals do not need to be named.)

Editorial Style

- ▶ Length: 1,200 to 2,000 words.
- ▶ Articles should be submitted as attachments to email in MS Word. They should be proofread and devoid of substantive errors.
- ▶ Authors are asked to include headings and subheadings to break up long sections of text.
- ▶ Authors are responsible for the accuracy of all citations. Citations must be adequate to annotate the material and should be formatted as endnotes. *CL* generally follows *The Bluebook: A Uniform System of Citation*.

Note: Profiles not in compliance with these requirements may be rejected or returned for revision.