

The Colorado Lawyer

The Official Publication of the Colorado Bar Association

1900 Grant St., Ste. 900 • Denver, CO 80203-4336 • (303) 860-1115 • www.cobar.org

Author Guidelines for Substantive Law Articles

Editorial Staff Contact

Jodi Jennings, legal editor: (303) 824-5326, jjennings@cobar.org

Editorial Process

The Colorado Lawyer (*TCL*) 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 *TCL*. 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 *TCL* editorial standards. The article may go through more than one revision.
2. The CE will provide the author with a deadline schedule. Reviewed manuscripts are due to *TCL* 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 *TCL* 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 *TCL*, it will undergo in-house editing to conform to *TCL*'s editorial standards. Editing may be extensive. *TCL* editors will address the article's style and tone, neutrality, organization, scope, readability, grammar, punctuation, citation format, and consistency.
4. The author will be provided an edited manuscript for review and approval before publication. *TCL* 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 *TCL* editor immediately. The article will not be published until a mutual agreement is reached.

Publication Standards

- **Content/Tone:** *TCL* articles are intended to inform and educate. Articles should be oriented toward specialists in the area of law that the article emphasizes (e.g., business, criminal, family, labor, real estate, tax), although attorneys practicing in other areas should also find the information of interest and understandable. Articles should be written in a practical, how-to manner rather than in a scholarly (law review) or case note style. Articles are meant to explain rather than advocate. Articles:
 - must be objective and avoid the expression of the author's personal views.
 - may include: (1) statements of fact and analysis; (2) objective interpretation of the law, alternate interpretations of the law, alternatives to current law, and legal theories and strategies that can be used to best represent clients in the author's practice area; (3) professional opinions that are explicitly grounded on existing case or statutory law, public policy considerations, or other authoritative legal precedents.
 - must not: (1) advocate in favor of changing the law; (2) include personal opinion that amounts to a judgment of the current state of the law; (3) include statements that other practitioners incorrectly interpret or misunderstand the law; or (4) self-promote or promote a product, service, or profit-making venture.Writing about proposed legislation is discouraged, because forthcoming laws are subject to change. Pending cases generally should not be the subject of articles until the cases have been decided through appeals.
- **Author Expertise:** Authors are expected to keep abreast of the legal field and of changes in the subject area. The author should contact the *TCL* legal editor during the editorial process if new laws or cases impact an article. There may be time to make changes before publication; alternatively, an update may be published in a future issue of *TCL*.
- **Citations:** *Authors are responsible for the accuracy of all citations.* Citations must be adequate to annotate the material and provide practical information for attorneys. All 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. *TCL*

generally follows *The Bluebook: A Uniform System of Citation*; authors may peruse endnotes in published *TCL* articles to become acquainted with *TCL* 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: (1) an introduction that includes a short paragraph providing an overview of what the article covers (e.g., “This article discusses . . .”); and (2) a conclusion that brings together the major points of the article.
- **Titles and Subheads:** The article title should clearly state the subject matter of the article. *TCL* 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. Substantive law articles are generally between 3,000 and 6,000 words, including citations (approximately 20 double-spaced pages). However, articles between 1,500 and 3,000 words are also accepted where appropriate, particularly as updates to previous articles. Requests to submit very long or very short articles should be discussed with the CE. Long articles may be broken into several parts and published in separate issues.
- **Sidebars, Charts, and Tables:** Authors are encouraged to submit sidebars, charts, tables, or other instructive graphics with their articles.
- **Editorial Style:** Authors should avoid the following: use of first or second person (I, we, you); use of clichés, jargon, or legalese; and overuse of passive voice.

Submission Procedures

The following must be submitted to the CE:

- **Manuscript:** Articles should be submitted as attachments to email in MS Word.
- **Abstract:** An abstract of 25 to 40 words should appear at the beginning of the article. The abstract should summarize the article without duplicating article text verbatim.
- **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 *TCL* staff. Photos should be saved as .tif or .jpg files at a minimum of 300 dpi. Digital camera 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.
- **Disclosure Information:** If an author, or anyone in the author’s firm, has served as counsel for a case or has been involved in legislation or any other matters discussed in the article, the author must disclose this information, which will be noted in the published article.
- **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 *TCL* 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 *TCL* with a signed Permission to Reprint form and include a notice on the article that the work originally was published in *TCL*.

Author Review of Online Article

After initial publication, each author is asked to review his or her article posted on the CBA website, www.cobar.org/tcl. Authors should notify *TCL* staff of any errors or corrections that need to be made online.

CLE Credits

For information on obtaining CLE credits for writing an article for *TCL*, authors should contact the Board of Continuing Legal and Judicial Education at the Colorado Supreme Court, (303) 928-7771. The requisite form, “Form6: Request for Accreditation for Research,” along with contact information, is available at www.coloradosupremecourt.us/pdf/CLE/Form6.pdf.