

The Colorado Lawyer

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TCL Article Submission Checklist

Submission Requirements

- Manuscript—MS Word document, not converted from PDF
- Author information—name; e-mail address; phone number; firm/employer; title; practice area
- Author photograph—hard copy or digital photo; digital photos must be high resolution; TIFF preferred, JPG acceptable if directly from camera
- Signed License Agreement

Deadlines and Editorial Process

- The article is being submitted to *TCL* staff two months before scheduled publication.
- The author is willing to comply with *TCL* production policies, deadlines, and production schedule.
- The author understands that the article will be edited to comply with *TCL* style.

Article Format

The article contains:

- Title: eleven words or fewer, clearly stating the subject matter of article
- Abstract: short (25–40 words) summary of article that does not duplicate article text
- Introduction: provides general introduction to the subject and brief overview of the article’s contents
- Conclusion: brief (one- to two-paragraph) summary of article that does not introduce new material or duplicate article text
- Headings and subheadings: no more than three levels; heads should not exceed six words; not in outline form
- Paragraphs that contain at least two sentences and do not exceed 100 words

Article Content

- The article has been reviewed and approved by the appropriate coordinating editor.
- The article has been proofread and is free of substantive, grammatical, and formatting errors.
- The article is current, practical, and informative, and does not contain extraneous information.
- The information can be understood by attorneys from other practice areas.
- The information is presented in an organized fashion.
- The information presented is not based on the author’s experience.
- The article’s tone is neutral. The article does not contain opinion, editorializing, advocacy, judgment of current law, suggestions for changing the law, or promotion of any product or service.
- The article contains no first or second person, clichés, rhetorical questions, jargon, or legalese.
- The article contains adequate citations.
 - The citations are formatted as endnotes with Arabic (not Roman) numerals.
 - The citations are in *TCL* or *Bluebook* format (case and publication titles in italics—no underlining or small caps).
 - Citations have been checked and are correct and current.
 - Links are provided for sources that are available on the Internet.
 - If a source is not easily accessible, “on file with author” is included in the note.

Note: Articles not in compliance with these requirements may be returned to the author for revision; rescheduled for future publication; rejected; or (time allowing) extensively edited by *TCL* editorial staff.