

The Colorado Lawyer

The Official Publication of the Colorado Bar Association

1900 Grant St., Suite 900 • Denver, CO 80203-4336 • Telephone: (303) 860-1115 • www.cobar.org/tcl

DEPARTMENT ARTICLE GUIDELINES

Editorial Staff Contacts

Leona Martínez, Managing Editor • (303) 824-5324 • leonamartinez@cobar.org

Susie Klein, Legal Editor • (303) 907-1828 • sklein@cobar.org

Tracy Rackauskas, Legal Editor • (303) 824-5326 • tracyr@cobar.org

Orientation

Department articles in *The Colorado Lawyer (TCL)* generally are informational and may relate to programs or departments sponsored by the Colorado Bar Association (CBA) or CBA committees or sections. Content may be in the nature of “how-to” or best methods for practical application. Department articles must meet the same requirements and standards as substantive legal articles. Guidelines for Department articles and substantive law articles are available online at www.cobar.org/tcl.

Articles must be written in narrative style and may not promote a company or product. Authors are permitted to put their company names in the author blurb, but are discouraged from mentioning product names in the text except to get across an important point). Authors are encouraged to discuss industries, rather than specific products.

Format and Length

Department articles should not exceed 6 pages, double-spaced, including citations (approximately 1,800 words). Authors should submit the draft manuscript to the Department coordinating editor(s) for initial review. Please include the title of the article; Department for which it is submitted; author’s name and firm or affiliation; and contact information: telephone, and e-mail address. The coordinating editor is responsible for scheduling the article.

- **Introduction and Conclusion:** Every article should have: (1) an introduction, which includes a short paragraph providing an overview of what the article covers (e.g., “This article discusses . . .”); and (2) a conclusion, which summarizes the article and brings together major points but does not introduce new material.
- **Citations:** Authors are responsible for the accuracy of all citations. It is important to cite-check through a computer database. Excessive citations are discouraged, but should be adequate to annotate the material so the article serves as a practical tool for attorneys. All citations should appear in numerical order at the end of the manuscript as endnotes, not in the text of the article or formatted as footnotes. Parallel cites generally are not used except for very old cases (1920s or earlier). Cites to electronic databases (such as Lexis® or West) are avoided; however, if no other source is available, the author should provide: (1) the court, docket number, month, and date of the decision; and (2) if available, parallel cites to both Lexis® and West. Database hyperlinks should be removed. Titles of books, periodicals, and cases are italicized in upper and lower case, and titles of articles are in quotes. Book citations include the publisher’s city, state, name, and year of publication. **Note: The Colorado Lawyer generally follows *The Bluebook: A Uniform System of Citation*;**

however, authors are encouraged to review endnotes in published articles to better follow *The Colorado Lawyer* citation format.

- **Quotations:** Lengthy quotations should be used only if the language itself is essential; paraphrasing is preferred. Long quotations (30+ words) or excerpts should be indented, without quotation marks.
- **Titles and Subheads:** Article titles should not exceed 11 words. Quotations or questions in titles are discouraged. *The Colorado Lawyer* encourages the use of subheads, comprising a maximum of 6 words. Subheads indicating a shift in topic or emphasis should be plainly marked. Subheads ordinarily should be no more than two-level headings (that is, MS Word style formats Heading 2 and Heading 3).

Deadline

A final draft manuscript that has been reviewed by the Department coordinating editor is due to the managing editor the first of the month, two months prior to publication. For example, a manuscript scheduled for the March issue should be submitted to the editorial offices by January 1.

Editing

After the Department coordinating editor has reviewed the article for substance and suitability and scheduled it for publication, the managing editor or another staff editor will perform a thorough edit to conform to the journal's editorial style and standards. Authors will have the opportunity to review the edited manuscript before publication.

Editorial Style

The following stylistic forms should be avoided: use of passive voice; use of first or second person (I, you, we); one-sentence paragraphs or paragraphs that are more than 10 lines; use of clichés, jargon, and legalese. Every article should have an introduction and a conclusion.

Author Photograph

A digital headshot (author's head and shoulders at a minimum) may be submitted. Photos that are 4x6 or 5x7, scanned at 300 dpi (minimum) and saved as .tif or .jpg files are acceptable. Digital cameras settings should be at highest quality setting. Photos should be 4x6 or 5x7 inches. Send to managing editor. A black and white or color print can be submitted for scanning by the editorial department.

License Agreement

A License Agreement must be executed by every author and returned to the managing editor before an article will be published. The executed License Agreement permits *The Colorado Lawyer* to publish and distribute the author's work, a routine procedure in the publishing industry. The author retains copyright to the article. Educational and professional uses of the author's work are encouraged.