

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

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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. After the manuscript is submitted to TCL, it will undergo two rounds of in-house editing to conform to TCL's editorial standards. Editing may be extensive and rigorous. TCL editors will address the article's style and tone, neutrality, organization, scope, readability, grammar, punctuation, citation format, and consistency. At this stage, the article again may go through more than one revision.
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 The article will not be published unless a mutual agreement is reached.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 (for example, business, criminal, family, labor, real estate, tax), although attorneys practicing in other areas also should find the information of interest and understandable. Articles should be written in a practical, how-to-do-it manner rather than in a scholarly (law review), case note, or conversational (news magazine) 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; (4) speak to the author's personal experiences; or (4) overtly or subtly attempt to 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 immediately 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 online and 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.
- **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, 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 without addressing new material.
- **Titles and Subheads:** The article title may not exceed 11 words and should clearly state the subject matter of the article. *TCL* encourages the use of appropriate subheads, which should not exceed six words. Subheads indicating a shift in topic or emphasis should be plainly marked. Subheads ordinarily should be no more than two-level headings (e.g., MS Word style formats Heading 2 and Heading 3).
- **Format and Length:** Manuscripts should be double-spaced throughout, including citations. Manuscript length ordinarily should not exceed 6,000 words, including citations (approximately 20 double-spaced pages). Articles shorter than 6,000 words/20 pages will be considered. Paragraphs should be limited to 100 words. Requests to submit longer articles should be brought to the attention of the CE.
- **Use of Sidebars, Charts, and Tables:** If pertinent to the article, the use of sidebars, charts, or tables is encouraged. Authors should direct questions about sidebars and charts to *TCL* staff. MS Word files are preferred (versus PDF files).
- **Editorial Style:** Authors should avoid the following: use of first or second person (I, we, you); one-sentence paragraphs or long paragraphs; use of clichés, questions, jargon, or legalese; and overuse of passive voice.

Submission Procedures

The following must be submitted to the coordinating article editor:

- **Manuscript:** An electronic version of the accepted article, preferably as an MS Word attachment. Please do not submit documents that have been converted from PDF format.
- **Abstract:** Author should provide a short summary of the article of approximately 25–40 words, which will appear at the beginning of the article. The abstract should not duplicate text in the article.
- **Author Information:** Author’s name; contact information—address, phone number, and e-mail address; and affiliation with firm, company, or entity, including the author’s title (associate, partner, etc.)
- **Signed License Agreement:** A standard License Agreement must be executed by the author and returned to the coordinating article editor when 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 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*.
- **Disclosure Information (if applicable):** 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.
- **Author Photograph:** A black and white or color print showing the author’s head and shoulders at a minimum, with good contrast and a solid background, should be sent to *TCL* staff (see contact information at top of this document). A digital photo may be submitted: 300 dpi TIF files are preferred. JPG files *directly* from a digital camera also are acceptable; cameras should be set at highest quality setting.

Author Review of Published/Posted Article

After initial publication, each author is asked to review his or her article posted on the CBA website, www.cobar.org. 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) 893-8094 or (303) 866-6500. The requisite form, “CLE Request for Accreditation for Research,” along with contact information, is available at www.coloradosupremecourt.com/pdfs/CLE/Form6.pdf.

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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 (300+ dpi); TIF 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 is objective. The article does not contain personal views, 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.