Submission Guidelines for Southeastern Law & Library Publications
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THE DOCKET

Topics
- Is the official organ and publication of the Montgomery County Bar Association

Submissions
- No information on submitting to The Docket, but the mailing address is:
  County Bar Association, Inc.
  P.O. Box 72
  Montgomery, AL 36101-0072
  334-265-4793

THE ALABAMA LAWYER

Topics
- Alabama State Bar members are encouraged to submit articles for possible publication, do not accept unsolicited articles from non-members of the ASB

Submissions
- All articles to be considered for publication must be submitted to the editor at ghawley@joneshawley.com

Format
- Typical articles are 13 to 18 letter-size pages in length
- Double-spaced
- Use endnotes, not footnotes

Style
- A brief biographical sketch and a recent color photograph (at least 300 dpi) of the author must be submitted with articles
FLORIDA BAR JOURNAL

Topics
- The primary purpose of articles and columns is to educate or inform the reader on issues of substantive law and practical concern to lawyers.

Submissions
- Emailed to: CMorgan@floridabar.org
- Submit hard copies to:
  Editor, The Florida Bar Journal
  651 E. Jefferson St.
  Tallahassee, Fl. 32399-2300
- Columns may be submitted directly to section column editors
- The editorial board generally takes 60 to 90 days to offer its judgment on each article.

Format
- Articles: cannot be longer than 18 double-spaced typewritten pages including endnotes
- Columns: should be 12 pages in length including endnotes
- Microsoft Word
- Typed on 8 & 1/2 by 11 inch paper
- Double-spaced
- One-inch margins

Style
- Citations should be consistent with the Uniform System of Citation
  - Endnotes must be concise and placed at the end of the article
  - Excessive endnotes are discouraged
- Endnotes must be placed at the end of the article
  - Upon first reference to a case or statute, the cite should be provided in the text
- “Publishable Quality” by combining various virtues of good legal writing, such as originality, significance of topic, thoroughness of analysis or exposition, clarity of discussion, practicality, novelty of topic or approach, sensible organization, and good style.
DADE COUNTY BAR ASSOCIATION

Topics

- Seeking non-fiction about events and trends in the legal community, the practice of law in your area, tips and techniques to improve execution, and enhancing professionalism and civility
  - Some relationship to law or the legal community is required for an article to be published
- It is important for authors to remember to write articles that are relevant to this audience. Articles should be aimed at members of the Dade County Bar Association, including lawyers, paralegals, and other audience members including readers of the Daily Business Review
- Purpose of the DCBA Bulletin is to publish articles that educate and inform the DCBA membership. Analysis, opinion, and criticism of the present state of the law are also encouraged, but they should be clearly identified as the author’s
  - Analysis should be reasonably thorough and accompanied by sufficient legal authority on all sides of an issue to enable the reader to assess the validity of the opinion
  - Criticism should be directed to issues rather than against individuals

Submissions

- Article submissions are uploaded through the Article Submission Form
- Post Event Press should be submitted through the Post Event Press Submission Form
- Submissions should be accompanied by:
  - A professional color photograph of the author(s)
  - A biography describing the author’s field of expertise, education and background in 100 words or less
- Articles for submission are due on the 15th of each month for the issue to be published in 45 days

Format

- Articles should include a powerful, relevant, and brief headline, a minimum of three sub-headings, and a relevant “pull quote.”
- Microsoft Word format
- Articles should be approximately 150, 300, 500, 800, or 1100 words

Style

- Because we consider the Bulletin to be a “newspaper-style” publication rather than a formal journal, we do not use footnotes when citing sources. Instead, we refer to a source within the text of the article itself
FLORIDA

FLORIDA LIBRARY ASSOCIATION

Topics
- Topic themes for the journal change
- To see past themes visit the website

Submissions
- Submit article proposals one month in advance through the Online Form
- Allow direct submissions to Editor, Maria Gebhardt, Broward County Public Schools, at mariagfla@gmail.com

Format
- Recommended length: 1,000-2,500 words
- Include:
  - author name
  - title/position
  - institution employed at
  - business address
  - information for independent reviewers of article

Style
- Further stylistic information not available at this time
- Guidelines for Publishing in Florida Libraries
THE ATLANTA LAWYER

Topics
- Content is varied and includes features on members and events, technology, changes in the law, current events, legal education, professional development, and products and services that can enhance the practice of or the business of law

Submissions
- Accepts manuscripts from members of the Atlanta Bar Association
- Email Publications and Communications at JGray@atlantabar.org

THE CITATION—SAVANNAH BAR ASSOCIATION

Topics
- Members are encouraged to submit:
  - your professional and personal announcements
  - law-related advertisements
  - articles or announcements regarding your preferred philanthropies
  - other written submissions

Submissions
- Please contact us at SBACitation@gmail.com with submissions or inquiries
GEORGIA BAR JOURNAL

Topics
- Looks for legal manuscripts on topics of interest to Bar members

Submissions
- Email To: SarahC@gabar.org
- Mail To: Sarah I. Coole
  State Bar of Georgia
  104 Marietta St., Suite 100
  Atlanta, GA 30303
  404-527-8791

Format
- 10 to 12 pages; 3,500-5,000 words is a typical word count (including endnotes)
- Double-spaced
- Letter-size paper

Style
- Citations should conform to "A Uniform System of Citation" (19th ed. 2010)
  - Should be placed in endnotes, not as footnotes nor included in the text
  - Endnotes should be double-spaced
- Only one space after the period at the end of a sentence
- Eliminate extra words; short, simple sentences are easier to read
- Don’t begin your sentences with “however” when you mean “nevertheless”
Bench & Bar Magazine

Topics
- Looks for articles that inform attorneys of new developments in the legal system, and further educate attorneys in existing areas of the law
- Accepts articles of general professional or scholarly interest as a means to enhance and enrich the legal profession
- Discourages both commercial writings and clear advocacy pieces, but may choose to flavor the publications occasionally with controversial articles, and welcome such submissions as well as editorial comment.
- Because most articles are authored by Kentucky attorneys, the information should prove beneficial to Kentucky law practices

Submissions
- All printed articles must have the approval of the Communications and Publications Committee (Committee) of the KBA
- The Committee has regular editorial meetings whereby all proposed feature articles submitted are reviewed and discussed before they are accepted for publication or are declined

Format
- Typed and submitted in electronic format, prefer Word or WordPerfect
- Double-spaced with standard margins
- Articles should be limited to 2,000 to 3,000 words in length—approximately 6-9 typed, double-spaced pages
  - The number of pages varies, and will be determined by the Editor and Publisher

Style
- Source materials must be noted, and should be in the form of endnotes
  - Commentary endnotes should be limited so as not to become a separate article
- Articles should be appropriately sourced, considered in judgment, and fair to the subject
- The edification of the readers being the primary focus, articles should be in good taste, original, witty, concise, and written with literary skill
Kentucky Library Journal

Topics
- Welcome submission of unsolicited articles, manuscripts, or letters to the editor

Submissions
- Manuscripts should be submitted in Word to the KLA editor through e-mail at robin.harris@louisville.edu
- Hard copies may be submitted to:
  Robin Harris, Law Library
  Brandeis School of Law, University of Louisville
  Louisville, KY 40929-0001

Format
- Microsoft Word document
- Manuscripts should not exceed 8 pages (or 2000 words)
- Include authors name and title information at the top of the article and e-mail address at the end

Style
- Use endnotes for references
- Following MLA Style
  - MLA Handbook for Writers of Research Papers (7th edition)
- Visuals are highly desirable and should be submitted whenever possible to accompany a manuscript
  - Electronically-submitted photos are preferred
  - JPEG or TIFF format
  - Should be 300 dpi
LOUISIANA

LOUISIANA BAR JOURNAL

Topics
- Authors should contact Journal Editor Alainna R. Mire before writing the article to determine if the topic meets the needs of the publication and to discuss focus and scope of the topic
  - Phone: (318)449-5046
  - Email: alainna.mire@cityofalex.com
- Preference is given to members of the Louisiana State Bar Association and, particularly, to members who have not had an opportunity to publish articles in the Journal

Submissions
- Prefer articles to be emailed to: alainna.mire@cityofalex.com
- Hard Copies and CDs may be mailed to the editor at:
  Alainna R. Mire
  Alexandria City Attorney's Office,
  915 3rd St.
  Alexandria, LA 71301

Format
- Typed on standard size paper (8 ½” x 11”) using Microsoft Word or WordPerfect
- Length of articles should not exceed 1,800 to 2,400 words, approximately eight pages
- Include a short biography and a recent photograph for each author

Style
- All citations should follow the style in The Bluebook: A Uniform System of Citation, with the exception of the following
  - Revised Statutes: La. R.S. 13:2701
  - La. Civil Code: La. Civ.C. art. 21
  - La. Appellate post-1993: 93-2345 (La. App. 1 Cir. 7/15/94), 689 So.2d 123
  - La. Supreme Court post-1993: 93-2345 (La. 7/15/94), 689 So.2d 123
- At the conclusion of the article, list three to five key words or short phrases that will assist in preparation of a subject index
MARYLAND BAR JOURNAL

Topics
- Articles submitted to the Maryland Bar Journal should interest members of the Maryland Bar, providing them with information or ideas that impact their practices.
- The Journal wants articles about legal issues or the notable activities of other lawyers, business and management practices and, where appropriate, entertaining articles by or about lawyers

Submissions
- Submit to the Editor, Patrick Tandy via email: ptandy@msba.org
- Address: Patrick Tandy, Editor
Maryland State Bar Association
520 West Fayette Street
Baltimore, Maryland 21201
- May be reached via Phone at:
  - (410) 685-7878
  - (800) 492-1964

Format
- Articles should not exceed 2,500 words, or 10 double-spaced letter-size pages unless the editor assigns or agrees in advance to a longer length
- Typed, preferably in Word
- Double-spaced
- Standard margins (8½” x 11” paper)

Style
- The title, author's name, and byline information should appear on the first page—every page of the manuscript should bear the author's name
- Textual footnotes are forbidden; authorities worth citing should go in the text; string citations should be avoided—Harvard Bluebook citation form is suggested
- Favor a plain style of expository writing and urges authors to write as simply and informally as they can
MARYLAND

BAR BULLETIN

Topics
- Focus of the journal is on MSBA activities, Board of Governor policies and decisions, legislation affecting Maryland attorneys, technology, as well as subjects affecting lawyers and the legal profession
- Each month the Bulletin focuses on a topical theme—themes are published ahead of time on Bar Bulletin website

Submissions
- Submissions may be emailed to bnichols@msba.org
- Mail by USPS to:
  Bryan Nichols, Editor
  MSBA, 520 W. Fayette Street
  Baltimore, MD 21201

Format
- Articles should be between 725 to 800 words in length
- Microsoft Word document

Style
- Do not include any footnotes, endnotes, etc., or any legal citations within the articles
- Do not include charts or graphs within any of the articles
MISSISSIPPI LAWYER

Topics
- Looks for substantive law articles, columns and news items important to all legal professionals
- Manuscripts are welcome

Submissions
- Phone Number: (601) 948-4471
- Address:
  The Mississippi Bar
  643 North State Street
  P.O. Box 2168
  Jackson, Mississippi 39225

Format
- Preparation instructions may be obtained upon request
NORTH CAROLINA

NORTH CAROLINA LIBRARIES

Topics
- Publishes articles of interest to librarians in North Carolina and around the world
- Articles submitted are peer reviewed by members of the Editorial Board
  - Review takes about four weeks, but on occasion may take longer if additional reviews are needed

Submissions
- Registration and login are required to submit items online and to check the status of current submissions
  - Online Log In Page
  - Online Log In Registration
- Mailing Address: Ralph Scott, Editor
  North Carolina Libraries
  4005 Joyner Library
  East Carolina University
  Greenville, NC 27858

Format
- Prefer Word files, but accept RTFs
- Where available, URLs for the references have been provided
- Single-spaced
- 12-point font
- Employ italics, rather than underlining—except with URL addresses

Style
- Place all illustrations, figures, and tables within the text at the appropriate points, not at the end
NORTH CAROLINA

NORTH CAROLINA STATE BAR JOURNAL

Topics
- Invites the submission of unsolicited, original articles, essays, and book reviews
- Publishing and editorial decisions are based on the Publications Committee’s and the editor’s judgment of the quality of the writing, the timeliness of the article, and the potential interest to the readers of the Journal

Submissions
- By Email to the editor at ncbarel@bellsouth.net

NORTH CAROLINA LAWYER

Topics
- Flagship publication of the North Carolina Bar Association
- Published quarterly as a member benefit, NC Lawyer proudly chronicles the accomplishments of its members while providing useful information regarding the programs, projects, and initiatives of the NCBA

Submissions
- Only members may access information on publication submission process
SOUTH CAROLINA

SOUTH CAROLINA LIBRARIES BY SOUTH CAROLINA LIBRARY ASSOCIATION

Topics
- Publishes information relevant to SC libraries and librarians, as well as materials in the field of librarianship in general
- Authors are invited to submit articles, news, innovations, columns and book reviews for consideration

Submissions
- Directly through the South Carolina Libraries website
  - No web address provided
- If you have any questions or suggestions about the different article types, email the Editor at applingm@mailbox.sc.edu

Format
- 1,000-2,500 words, but offer some flexibility depending on the scope of the article
- Double-spaced
- Microsoft Word
- Include 100-word abstract

Style
- Articles should follow the guidelines in the Publication Manual of the American Psychological Association
- Photographs, illustrations, graphs, etc. may be submitted with the article
SOUTH CAROLINA LAWYER MAGAZINE

Topics
- Articles on all topics that appeal to a wide audience will be considered
  - articles may focus on recent changes in the law
  - the effects of cases and rulings about which members of the Bar need to be informed
  - ethical considerations
  - quality of life issues and law practice management
  - practical “how to” articles
- Browse the website for topic ideas: Suggested Topics List
  - Submissions do not have to be listed under suggestions to be considered

Submissions
- Only publishes articles written by South Carolina Bar members, a current law professor, or co-authored by a South Carolina Bar member
- Submit articles by email to rmyers@scbar.org
- Submit by mail to:
  Rachel Myers, South Carolina Bar
  P.O. Box 608
  Columbia, SC 29202-0608

Format
- Microsoft Word
- Article length of 3,000 words or less (including endnotes) or 500 words for Viewpoints

Style
- Endnotes written in accordance with AP Stylebook
- Prefer articles written in a straightforward manner, with language that is non-technical
- Short paragraphs and sentences
- Short subheads to break the copy
- Use gender neutral language and use written in the third person perspective
- Includes tables, charts, and forms outside the body of the text
NASHVILLE BAR JOURNAL

Topics
- Purpose is to provide members of the NBA with information that will increase their knowledge of Tennessee Law, improve their law practices, and keep them informed of current issues relevant to the local Nashville legal community
- All articles submitted are reviewed and openly discussed before they are accepted for future publication or are declined
- Each issue contains themed articles of local significance, as well as regular columns and departments

Submissions
- Send articles and questions to: Jill.Presley@nashvillebar.org
- Written by NBA Members only and be previously unpublished work
- Submissions must include:
  - title
  - full color headshot
  - author bio, no more than 50 to 100 words

Format
- Editable word document
- Feature stories
  - Limit to 900 to 1800 words in length including endnotes, if applicable
  - Recommended no more than 10 endnotes total
- Editorials
  - Articles that are not the feature or cover story should be limited to 700 to 950 words
- Columns
  - Limited to 625 to 650 words
  - No endnotes may be used

Style
- Opinion pieces may address any topic of law or legal practice, but may NOT contain language constituting:
  - An attack upon an individual, group, or organization, and
  - Promotion of individual products, services, or political candidates.
- On occasional cases, the established guidelines may be waived and material need not satisfy all of the guidelines
TENNESSEE LIBRARIES

Topics
- A medium for professional and scholarly research and a forum for the discussion of issues related to library and information services in Tennessee
- Seeks articles on all types of libraries and library activities
- Call for Papers
  - scholarly Articles
  - non-Peer Reviewed manuscripts
  - book reviews
  - library histories
  - library spotlights
  - interviews
  - guest commentary and letters
  - library spotlights
  - library spotlights

Submissions
- Preference for submission through the Online Submission Form, but also accepts digital copies submitted to the editor at k.west@mtsu.edu
- Your Contact Information:
  - title of the Article
  - author name
  - position
  - professional address
  - telephone number
  - fax number and email address
  - author's name should not appear on any other page

Format
- Microsoft Word
- Single-spaced, 1 inch margins, in Arial or Helvetica font
- Do not use headers or footers on your document
- Make a hard return between paragraphs
- Do not indent at the beginning of a paragraph

Style
- Avoid sexist language
  - Prefer gender-free usage when possible
  - Use of first person is preferred to third person
- Tables and graphics are encouraged
  - Prefer color graphics
  - Interactive media may also be used
  - Send all graphics separately as JPG, PNG, or GIF files
- Use APA 6th edition as a style guide
  - Please type all references at the end of your document
  - Do not use footnote/endnote features
  - Do not submit the reference list as a separate file
**TENNESSEE BAR JOURNAL**

**Topics**
- Articles submitted to the Journal are reviewed by a seven-member editorial board, and should be of interest to Tennessee lawyers
- Authors are not required to be lawyers
- Articles that have any commercial aspect to them—advocating the use of a particular person or company for services—will not be considered

**Submissions**
- Electronic submissions are preferred
  - Send To:
    Suzanne Robertson, Editor
    Tennessee Bar Association
    221 Fourth Avenue N.
    Nashville, TN 37219
  - Email To: SRobertson@tnbar.org
- Do not submit your article simultaneously to another publication
  - If you have already done so, please indicate that in your cover letter
- The review process can take up to two months

**Format**
- Preferred length of submissions is 3,500 words, including endnotes
- Put any notes at the end and not at the bottom of each page
- Include a biographical sketch separately, do not footnote your name

**Style**
- Submissions are subject to editing
- Pictures are used on a space-available basis
  - Hard copies of photographs submitted will not be returned
  - Electronic photos must be saved as a tiff or jpeg file with no compression
  - Photos should be a minimum resolution of 200 dpi and at least 1” x 1.5” in size or they will not be used

**TENNESSEE BAR JOURNAL**

**Topics**
- A premiere publication of the Memphis Bar Association.

**Submissions**
- E-mail Katherine Newsom: knewsom@memphisbar.org
- To submit to "People in the News" use this Form
Topics
- Subjects should be of general interest to attorneys in diverse practice areas
- Look for articles on specific legal topics or issues, or about the actual practice of law, and articles and features about VBA programs, projects, events and activities
- Other articles, such as columns, legislative updates, or profiles, appear on a seasonal or space-available basis

Submissions
- Query the editor at marilynshaw@vba.org well in advance of submission
  - Authors of legal topic and law practice articles should contact the Section or Division Chair in the appropriate area to informally peer review the author’s idea and article before it is submitted for publication

Format
- Substantive issues: 1,000-1,500 words excluding endnotes
- Word/Open Source documents
- Use a single space between sentences
- Include a brief biographical statement, including:
  - job title and employer
  - education (degrees and institutions)
  - special accomplishments or honors
  - any significant involvement with the Virginia Bar Association
  - do not include this item as a footnote
  - include 300 dpi, high-resolution photo of authors

Style
- Emphasize practical points in a concise, journalistic style
- Use headings and subheadings
- Give your article a working title
- Avoid the writing style of law reviews or academic journals
  - open with an attention-getting first paragraph, then
  - state the thesis of your article in the second paragraph,
  - present the main text, with facts and details in an orderly way
  - tell a story, entertain, and enlighten
- Finish with a summary
Topics
- Substantive articles on legal subjects, informational pieces about the bar and bar activities, letters to the editor, professional notices, rule changes, and ethics opinions

Submissions
- Email the editor at hickey@vsb.org
- Mail to:
  To the Attention of Editor,
  1111 East Main Street, Suite 700
  Richmond, Virginia 23219-3565

Format
- No formal formatting requirements listed

Style
- Stylization document available that outlines key issues
WASHINGTON LAWYER

Topics
- Publishes a wide range of articles on topics of general interest to lawyers and members of the legal profession. Articles on issues of relevance to the practice of law in the District of Columbia are encouraged
- Welcomes submissions from attorneys and other professionals who wish to share their expertise on law-related topics in

Submissions
- For more information, email editorial@dcbar.org

Format
- Law-related articles/features for the magazine: 1,500–2,000 words
- Law-related articles for dcbar.org: 700–1,000 words
- Practice areas/professional development: 1,500–2,000 words

NW LAWYER

Topics
- Accepts submissions from WSBA members and nonmembers that are of interest to readers
- Contact the editor if you have questions about your submission or to discuss a topic for an article

Submissions
- Send articles to nwlawyer@wsba.org

Format
- Articles typically run 1,500 words
- Include a brief author’s biography, including contact information, at the end of the article
- Authors should provide a high-resolution digital photo of themselves with their submission

Style
- Citations should be incorporated into the body of the article and kept to a minimum
- High-resolution graphics and photographs are requested
BAR BLAST

Topics
- Purpose is to publish and inform on news and events related to the Bar and the practice of law in West Virginia
- The publication features articles, professional photography, improved design, and quality printing

Submissions
- To submit information to be included in the next edition contact: Mike Mellace, Information Technology Director, at mellacem@wvbar.org
Topics

- There is an arduous process for submitting a proposal for publication. Contacting the liaison is the best way to get up to date information on what topics are desired for the upcoming issue
- Topics should be reviewed and approved by the liaison before any chance of publication is given

Submissions

- Complete the Executive Committee Publication/Project Proposal Form and send it to your Executive Committee liaison
  - ideas can be presented to the Executive Committee via the committee liaison prior to completing the form

Format

- Documents must be ALA supported workspace, such as:
  - ALA Connect, or a commonly used format—HTML, PDF, or Word

Style

- Use the current edition of the Chicago Manual of Style as the authority for grammar, punctuation, capitalization, and style
AMERICAN LIBRARIES BY ALA

Topics
- Features articles on professional concerns and developments, along with news of the Association, library-related legislation, and libraries around the country and the world
- Expression of diverse viewpoints and critical interpretation of professional issues make the magazine the premier forum for the exchange of ideas

Submissions
- Electronic submissions are preferred, send to americanlibraries@ala.org
- Hard Copies may be sent to:
  American Libraries,
  50 E. Huron St.
  Chicago, IL 60611

Format
- 600–1,500 words
- Double-spaced
- Color photos are preferred for use with manuscripts or as picture stories
  - High-resolution digital jpeg images (300 dpi, approximate size of 3×5 inches)

Style
- Informal, but informative—factual article must be inviting and readable, with all statements backed by responsible research and interviews with several expert sources
- The Chicago Manual of Style (15th ed.) supplemented by specific American Libraries style will be used in editing articles for publication
- Footnotes are not used, but a few references may be allowed within the text
RUSA – Reference and User Services Quarterly

Topics

- The purpose of RUSQ is to disseminate information of interest to librarians in areas such as: Reference services, collection development, readers’ advisory, resource sharing, technology for reference and user services, and other aspects of user services.
- The scope of the journal includes all aspects of library services to adults in all types of libraries. The journal publishes empirical (quantitative and qualitative), theoretical, and historical research and essays as peer-reviewed featured articles. Through its many columns, reports, and reviews the journal also publishes an array of useful professional information.

Submissions

- Email submissions to Barry Trotter at btrott@wrl.org
  - Full contact information, including a mailing address, should be provided
  - In the case of multiple authors, one author should be designated as contact person

Format

- Articles of four thousand to seven thousand words are preferred
- Use Word processing software, prefer Microsoft Word; don’t use automatic features—such as autonumbering, footnotes, and headers or footers
- As the authority for punctuation, capitalization, abbreviations, note forms, etc., consult The Chicago Manual of Style (CMOS), 15th ed. (Univ. of Chicago Pr., 2003)
- Give the article a brief title; if the title is not descriptive of content, add a brief subtitle
- On a separate page give the title, the name(s) of the author(s), and the title and affiliation of each. Manuscripts based on conference presentations should identify the conference by name and date on this page

Style

- Write the article in a grammatically correct, simple, readable style—author is responsible for the accuracy of all statements in the article.
- Prepare tables, figures, illustrations, and photographs—each table should be provided as a separate word processing or MS Excel file
  - Tables, figures, illustrations, and photographs should be numbered in the order in which they are first referenced in the text. Each column in a table should have a heading
  - Table footnotes and sources, if any, should be typed double-spaced beneath the table
  - Each figure should be provided as an individual file, given an Arabic number and a title, and be cited by number in the text
ASSOCIATION FOR LIBRARY COLLECTIONS & TECHNOLOGY SERVICES

Topics
- Visit the website to review calls for paper topics
- ALCTS seeks authors for its publications, which include the well-respected, peer-reviewed journal, white papers, “think pieces”

Submissions
- Library Resources & Technical Services: Mary Beth Weber at lrtseditor@lists.ala.org
- ALCTS News: Rebecca Mugridge at alctsnews@lists.ala.org
- ALCTS Monographs: Susan Thomas at alctsmonographs@lists.ala.org
- News releases or article ideas may be submitted to alctsnews@lists.ala.org

Format
- Word format
- Use single line spacing within paragraphs
- Separate paragraphs with double line spacing
- Do not include highlighting, special fonts or text effects. Use only bold and italic
- Do not include page numbers, and do not use headers or footers

Style
- Use the Chicago Manual of Style (16th edition)
- Spell out abbreviations and acronyms at first use
- Verify accuracy of all names—both personal and corporate
- Confirm that email addresses or URLs provided in submissions are active and functioning
LAW LIBRARY JOURNAL

Topics
- The official journal of the American Association of Law Libraries. It is published quarterly and circulates to more than 4,500 members and subscribers
- Includes articles in all fields of interest and concern to law librarians and others who work with legal materials
- Examples include: law library collections, their acquisition and organization; services to patrons and instruction in legal research; law library administration; the effects of developing technology on law libraries; law library design and construction; substantive law as it applies to libraries; and the history of law libraries and legal materials

Submissions
- Send to the Editor, James E. Duggan, Tulane Law School, at duggan@tulane.edu
- Address:
  6329 Freret St.,
  New Orleans, LA 70118

Format
- Title and Author Page: provide a title that is brief, specific, and descriptive of the article’s content.
  - Below the title provide: the name(s), professional title(s), and affiliation(s) of the author(s), and the address of the author to whom correspondence should be sent
- Abstract: provide an abstract of 50 words or less
- Table of Contents: if the article is divided into headings and subheadings (which is preferred), provide a table of contents telling where in the text each heading is found
- Text: the entire text, including quotations, should be typed double spaced with 1½ inch margins on all sides
  - Quotations of less than 50 words should be enclosed in quotation marks; quotations of 50 or more words should be blocked off and indented an additional inch on the left and right margins
  - Footnotes should be identified in the text by superscript numbers

Style
- Follow The Bluebook (20th ed. 2015)
  - Textual references and footnotes must be in accordance with Bluebook, Rule 2
- If not covered in the Bluebook, use The Chicago Manual of Style (16th ed. 2010)
LEGAL REFERENCE SERVICES QUARTERLY

Topics
- Aims and scope of the Legal Reference Services Quarterly is to assist in day-to-day work as it has been helping other law librarians and members of the legal profession for over a decade
- Accepts annotated subject bibliographies, overviews of legal literature, reviews of commonly used tools, and the inclusion of reference problems unique to corporate law libraries, judicial libraries, and academic collections.

Submissions
- Manuscripts should be submitted to the Editor, Michael Chiorazzi, Director and Professor of Law, at michael.chiorazzi@law.arizona.edu
- Address: Michael Chiorazzi
  University of Arizona College of Law Library,
  Tucson, AZ 85721 USA

Format
- Typewritten, double-spaced, with margins of at least one inch on all sides
- Number manuscript pages consecutively throughout the paper
- Authors should also supply a shortened version of the title suitable for the running head, not exceeding 50 character spaces
- Each article should be summarized in an abstract of not more than 100 words
  - Avoid abbreviations, diagrams, and reference to the text in the abstract

Style
- References, citations, and general style of manuscripts should be prepared in accordance with the ALWD Citation Manual
PERCEPTIONS: TEACHING LEGAL RESEARCH & WRITING

Topics

- Perspectives is a journal for everyone interested in teaching legal research and legal writing, including:
  - law librarians and law professors, including adjuncts;
  - attorneys who help associates or interns develop as researchers and writers;
  - writing specialists at law schools, law firms, courts, and other legal institutions
- Articles explore a broad array of teaching theories, techniques, and tools

Submissions

- Submit manuscripts by e-mail as an attachment to:
  - Co-Editor, Elizabeth Edinger, Catholic University of America Law Library, at edinger@law.edu
  - Co-Editor, Jacqueline Woodside, University of California, Irvine School of Law, at jwoodside@law.uci.edu
- Also send a copy of your submission to Article Submission
  - Co-Editor, Kathryn Mercer, Case Western Reserve School of Law, at klm7@case.edu
  - Co-Editor, Helene Shapo, Northwestern Pritzker School of Law, at h-shapo@law.northwestern.edu

Format

- Author Information: provide only your name, professional title, and institutional affiliation
  - Place this information immediately after the article's title, not in a footnote
- Typeface and Margins: type in standard-face, double-spaced text with 1.5-inch margins.
- Length: articles should run between 1,500 and 7,000 words. Longer articles may be considered but also may be shortened to fit available space.
- Footnotes: footnote lightly, use footnotes, not endnotes; identify notes in the text by superscript numbers
- Ellipses: treat an ellipsis as a single word, constructed of three periods preceded and followed by a space
- Commas: use "serial commas"

Style

- Conform citations to academic format in the current edition of The Bluebook or the ALWD Guide to Legal Citation. In The Bluebook, follow the "Whitepages"; in the ALWD Guide, follow the rules for academic footnotes, not for practitioner documents
INTERNATIONAL INFORMATION TECHNOLOGY AND LIBRARIES

Topics
- Material related to all aspects of information technology in all types of libraries.
- Publications includes feature articles, communications, tutorials, reviews, and letters to the editor.
- Topic areas include, but are not limited to: library automation, digital libraries, metadata, identity management, distributed systems and networks, computer security, intellectual property rights, technical standards, geographic information systems, desktop applications, information discovery tools, web-scale library services, cloud computing, digital preservation, data curation, virtualization, search-engine optimization, emerging technologies, social networking, open data, the semantic web, mobile services and applications, usability, universal access to technology, library consortia, vendor relations, and digital humanities.

Submissions
- Online submission process
  - Log In
  - Register

Format
- Although longer works may be considered, manuscripts of 3,000 to 5,000 words are most common.
- OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Provide URLs or DOIs for the references where available.
- Single-spaced.
- 12-point font.
- Employs italics, rather than underlining (except with URL addresses).
- All illustrations, figures, and tables should be placed within the text at the appropriate points, rather than at the end.

Style
- All references should be formatted as endnotes using The Chicago Manual of Style Notes and Bibliography system of citation.
INTERNATIONAL JOURNAL OF LEGAL INFORMATION

Topics
• The International Journal of Legal Information is the official publication of the International Association of Law Libraries, it seeks to advance the exchange of legal information throughout the world
• The IJLI serves the global community of law librarians, legal scholars, and practitioners through the publication of original articles, conference papers, bibliographies, book reviews, the International Calendar of conferences and events, and other documents concerning all aspects of law and law-related information

Submissions
• Manuscripts and any material intended for inclusion should be addressed to the Editor, Mark Engsberg, via email at mark.engsbergaemory.edu
• Address: Mark Engsberg, IJLI Editor
  Emory Law Library, 1301 Clifton Road
  Atlanta, GA, 30322, USA

Format
• Submit as Microsoft Word or WordPerfect attachments

Style
• All bibliographies should contain complete bibliographic information and follow The Chicago Manual of Style, 16th ed. (Chicago, 2003)