



MAGAZINE GUIDELINES

We appreciate your interest in submitting an article to be published in the *Lawyer* magazine. The magazine is published seven times per year.

The following guidelines will assist with the preparation of your articles.

- The standard format for articles is a Word document.
- Each article can be a maximum of 500 words in length. Multiple articles can be submitted for consideration as a two part series in subsequent issues.
- The materials should be submitted via email to Dawn McConnell at dawn@hillsbar.com.
- Submission deadlines are as follows and cannot be extended due to the production schedule.

<u>Deadline</u>	<u>Issue</u>
July 15th	September/October
September 15th	November
October 15th	December/January
December 15th	February
January 15th	March/April
March 15th	May
April 15th	Summer

- Article authors shall be current members of the HCBA.
- The author of the article will be clearly identified by name, organization and photo.
- We encourage you to submit appropriate subject matter photographs to accompany your article.
- All photos must be a minimum of 300 dpi. Web images or scanned photos are not suitable for magazine printing.
- Please proof your article prior to sending it to the HCBA.
- The magazine editor has the authority to edit your article for grammatical errors and changes to improve readability.

The attached Article Cover Sheet must accompany each submission. Please send the completed cover sheet with the article to be certain it is clear to whom the article belongs.

We would be happy to accept articles ahead of the deadline dates. Please indicate which issue your article should appear in on the cover sheet.

The *Lawyer* magazine provides quality, substantive law articles and information on Bar activities. The continued success of the *Lawyer* depends greatly on your participation and we appreciate your article contributions.

Should you need assistance with your article submission, please contact Dawn McConnell by email to dawn@hillsbar.com or by phone 813-221-7779.

Editorial Board for the Hillsborough County Bar Association Policies for *Lawyer* Magazine

The Editorial Board of the Hillsborough County Bar Association is responsible for:

- A.) Working with the Editor in maintaining the quality and readability of the *Lawyer* magazine
- B.) Working with the HCBA staff to ensure cost effectiveness, and
- C.) Carrying out the direction provided by the Board of Directors of the Hillsborough County Bar Association.

1. Articles shall not exceed 500 words and must have the word count on an article cover sheet as approved by the Board which must accompany each and every article.
2. Articles submitted to the *Lawyer* shall be in final form (editor proof). Typeset first proof (from the printing house) shall only be corrected for punctuation and grammar - no substantive changes can be made at this point.
3. Display advertisements shall be submitted camera-ready. Arrangements can be made through the printing house to set up camera-ready ads that will be billed directly to the advertiser.
4. If an author does not meet the deadline for submission, the Editor will not hold pages. All articles are due on or before the 15th of the month 2 months prior to each date of publication (example: articles due July 15th for the September issue). The *Lawyer* is published seven times per year. The magazine is not published in July and August.
5. Articles that are self-serving will not be accepted. No article or advertisement shall constitute an endorsement of a relative, partner, or shareholder of the author or a person related in a business or financial transaction with the author or the HCBA. If the section /committee chair engages an outside party (i.e., service provider or expert witness) to write an article, it must be educational and not an advertisement for that person or business.
6. All articles shall be written in an easy-to-read style that would appeal to the general population of the HCBA. Esoteric language is best left to specialty publications.
7. Each government section of the HCBA shall be limited to four (4) articles per year of the *Lawyer*. This includes the 13th Judicial Circuit and committees within the circuit such as Professionalism, Pro Bono (Bay Area Legal Services) and the Clerk's Office, City Attorney, County Attorney, Court of Appeals, Federal Court, Public Defender, State Attorney, and U.S. Attorney.
8. Each article or advertisement shall be prepared in a professional manner, using professional language, and be devoid of such words or graphics that are slanderous, profane or otherwise disrespectful to the judiciary, the profession and lawyers as a whole.
9. All advertisements for persons running for a seat on the Board of Directors shall be identified as a PAID POLITICAL ANNOUNCEMENT.
10. Articles and announcements from other associations and non-profit organizations (i.e., Hillsborough Association for Women Lawyers, George Edgecomb Bar Association, Bankruptcy Bar Association, Federal Bar Association, Inns of Court, etc.) shall be included in the *Lawyer* only upon the approval of the HCBA and will be charged upon the current terms.

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Editorial Policies for *Lawyer Magazine* (continued):

11. If the HCBA does not have specific sections or committees to cover substantive law topics, articles may be submitted by HCBA members for inclusion in the magazine, only upon the approval of the Editor and the Editorial Board. Substantive law articles not covered by sections shall be limited to two (2) per year, per topic, on a space available basis and subject to approval by the Editor and Editorial Board.
12. The maximum number of pages to be included in any *Lawyer* magazine issue shall be sixty-four.
13. Articles designated as Features shall be limited to two per *Lawyer* magazine, not including the Leaders series.
14. Partner advertisements for HCBA sponsored events shall be limited to one-half page in size.
15. A maximum of one Save the Date announcement and one article shall be published for each HCBA event.
16. Complimentary advertisement space shall be provided as a sponsor benefit for Bench Bar and Judicial Reception Diamond and Platinum level sponsors only.
17. Each edition of *Lawyer* magazine shall be posted on the HCBA website.
18. Article authors shall be current members of the HCBA.
19. Cover art for *Lawyer* magazines shall not contain images of living people.
20. Single month issues of *Lawyer* magazine shall be mailed by the 1st day of the month of publication. Double month issues shall be mailed by the 15th day of the first month of publication.
21. The Editorial Board reserves the right to reject and/or not publish any proposed article(s) which in its (their) sole discretion is or are not consistent with the policies set forth above, as may be amended.

Lawyer Magazine Article Cover Sheet

Article for *Lawyer Magazine*

Publication month of: _____

Title of Article: **(NO MORE THAN 56 CHARACTERS INCLUDING SPACES)**

Division / Committee / Section: _____

Article Author: _____

Author Firm/Company: _____

Author Phone: _____

Author e-mail address: _____

Short quote from article to be used in header: _____

Author photo: Please email a digital high resolution, minimum 300 dpi photo file with the article. Web and scanned files are not suitable for magazine printing.

Articles must be submitted by the due date below:

Deadline	Issue
July 15	September/October
September 15	November
October 15	December/January
December 15	February
January 15	March/April
March 15	May
April 15	Summer

***All articles must be emailed** in Word format **with a 300 dpi photo, and this cover sheet.**

Articles must be 500 words or less. Titles must be 56 characters or less. If the title exceeds the word limitations, it will be edited at the editor's discretion. E-mail to: dawn@hillsbar.com

Important Note: Please provide above information exactly as it is to be printed in the magazine.