

General Writer's Guidelines for Orange County Lawyer Articles

Thank you for submitting an article for the Orange County Lawyer. We appreciate it.

The Orange County Lawyer adheres to the highest standards of the profession—both in content and tenor. All submitted Features should be educational in nature, and avoid bias of any kind (including but not limited to gender, religion, ethnicity, and sexual orientation.). Features can be tailored for the new practitioner or to the expert. If the submitted Feature concerns an obviously controversial issue, we will attempt to offer the opposing viewpoint in the issue in which the article appears or the next issue. Although, on occasion, we publish articles by non-lawyer experts, we seldom publish articles by law students.

We require first publication and, of course, also require originality. We avoid political and religious pieces.

We do not use footnotes. All citations should be incorporated within the article's text.

Please format simply, avoiding hidden commands (such as center, bold, underline—but do italicize case citations, Latin and italicize, if desired, for emphasis). **Please do not attempt to "desktop publish"—our graphic designer does this—and the special formatting has to be removed.** For further details on technical requirements, please refer to the *Technical Writer's Guidelines* below.

Feature articles should be 750 words minimum. Although, on occasion, based on quality, we have published much longer Features, the typical Feature is 1,000—3,000 words in length. In addition, Feature articles may include a call for *pro bono* activities and community service activities. However, the most typical articles have been educational.

A byline containing the author(s) name(s) must be included, as well as a "bio" at the end of the article that includes the author(s) name(s), firm, position(s) in the firm, and, if desired, the author's area of specialization and contact information. (e.g., email, telephone).

Letters to the Editor must follow the above guidelines, but should be signed limited to 250 words (again, as a general rule).

The *Orange County Lawyer* magazine, in addition, publishes a finite number of *regular* "Columns." These are limited to: President's Page; Cover Story; Criminal Waste of Space; and Ethically Speaking. The Cover Story, among other things, highlights OCBA programs and affiliate bar associations, and honors exemplary lawyers and judges, via the Franklin G. West Award and Harmon G. Scoville Award.

Please feel free to call our Editor-in-Chief, Jeremy M. Miller at, at 714.639.8657 to discuss your potential article.

Submissions must be electronic and submitted in Word, as an email attachment, to Jeremy Miller at jeremymiller@gmail.com. Articles will not be accepted for publication until a signed Writer's Contract (and its Exhibit) is submitted to Mr. Miller. An acceptance or rejection of the article will be within 21 days of receipt of both the Contract and article. A rejection will include a full release from the Writer's Contract.

Technical Writer's Guidelines for *Orange County Lawyer* Articles

To facilitate the work of our Graphic Designer, all authors ***must*** comply with the following technical guidelines:

1. Writer should turn off all formatting and start with a plain "raw" text file. To do this, go up to the top menu bar under "Edit" and come down to "Clear" and over to "Format."
2. Writer should use only letter keys and number keys. No key combo short-cuts.
3. Writer should hit return only once at the end of each paragraph.
4. Writer should hit the space bar only once between sentences.
5. Writer should allow tab overs for paragraph indents to default to what's programmed in *Word*.
6. Writer should *manually* apply styling for bold, italics, bullets, and underlines.
7. Writer should not add a drop-in text box, or side bar related story, inside of the main article. Instead, place side-bar related text at the end of the article, after their bio.
8. Writer should not try to style the artistic look and layout of the article.
9. Headlines and sub-heads should not be typed in all capital letters. Caps to be used where appropriate.
10. The following guidelines apply if the writer has *photos* to be used with the article:
 - a. The article should not be written in a way that it is dependant upon the supplied photography, in the event the supplied photos are not up to print quality.
 - b. Photography, charts and illustrations must be 300 dpi in resolution and not pulled from the internet, which is 72 dpi.
 - c. Photos should not be placed within the article but attached in their original size in the email to the Editor.
 - d. Writer needs to understand that Lawyer Magazine is under no obligation to use supplied photography.
11. Writer should save their final file into as old a version of *Word* as they can. If they have used some other word processing software, writer should save the article in a *Word.doc* format. Articles written in the new *Word* 2007 ***must*** be saved into an *older* version of *Word*.