

Guidelines for *Orange County Lawyer* Articles

Please submit articles for our Feature section, and Letters which are based on articles. We always enjoy including pieces by “new” and varied writers for our publication.

All submitted Features (and Letters) should be educational in nature, and avoid bias of any kind (including but not limited to gender, religion, ethnicity, sexual orientation, etc.). Additionally, we attempt to adhere to the highest standards of the profession—both in content and tenor. Although, on occasion, we publish articles by non-lawyer experts; we avoid publishing articles by law students.

Features can be tailored for the new practitioner or to the expert. We do not use footnotes. (Citations should be within the article’s text, and if necessary, at the end of the article.) *Please format simply, avoiding hidden commands (such as center, bold, underline, hard left indent, page numbering, font changing—but do italicize case citations, Latin and if desired, for emphasis).* Please do not attempt to “desktop publish”—our graphic designer does this—and the special formatting has to be removed. WordPerfect is preferred, but MS Word is fine. Feature articles should be 750 words minimum. Although, on occasion, based on quality, we have published much longer Features, the typical Feature is 800—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, including name, firm (and optional email) must be included. Only in rare instances are phone numbers included.

If the submitted Feature is on an obviously contested issue, we attempt to offer the opposing viewpoint in that or the next following issue. Additionally, our Features are primarily for education—thus, as a general rule, historical biographies, politics, editorials, interviews, and the like, are not appropriate for us. We do publish legal humor, but the humor should adhere to our general policies and offer educational legal value.

Letters must follow the above mandates, including relevance, signature, contract, and electronic submission; but should be limited to 250 words (again, as a general rule). Please feel free to contact our Editor-in-Chief Gialisa Gaffaney at gialisa@gmail.com to discuss your potential article.

Submissions must be electronic, to Ms. Gaffaney, at gialisa@gmail.com. Articles will not be accepted until signed Writer’s Contract documents are emailed as attachments to Ms. Gaffaney. Acceptance or rejection of the article will be within 21 days of receipt of both the contracts and article. A rejection will include a full release from the Writer’s contract documents. We attempt to publish the article within three months, but on occasion the delay will be up to six months from acceptance. Please discuss any questions or concerns with Ms. Gaffaney.

Thank you for contributing! We appreciate it!