



## Guidelines for *Orange County Lawyer* Articles

*Please submit articles for our Features section, and Letters that are based on articles.*

Either may be emailed to our Editor-in-Chief Gialisa Gaffaney at [gialisa@gmail.com](mailto:gialisa@gmail.com).

Please include a high-resolution headshot with each submission. **Note:** All images for publication must be no smaller than 3x4” at 300 dpi.

### **Features**

We strive to include varied topics about a broad range of practice areas, and we only publish original work (if you have already posted your article on your website, then it cannot be considered). Please feel free to contact our Editor-in-Chief Gialisa Gaffaney at [gialisa@gmail.com](mailto:gialisa@gmail.com) to see if your topic has already been covered recently, or to inquire about whether your topic is desired.

We welcome submissions from repeat and new authors. To make room for the new ones, we publish no more than two Features by the same author per year.

All submitted Features (and Letters) should be educational in nature, and avoid offensive bias against specific individuals or group status (including but not limited to sex, religion, ethnicity, sexual orientation, national origin, gender identity). If you have a really interesting opinion about a topic, keep in mind that an editorial must be bolstered with facts/data so that its main character is educational. As such, historical biographies, politics, parodies, poems, film reviews, memorial articles, and the like, are not appropriate for us.

Legal humor is welcome! We are looking for more ways to add humor to the magazine. But humorous articles should adhere to our general policies and offer educational legal value.

If you draw legal cartoons and would like to submit one for publication, please do so (adhering to requirements for original, unpublished work and submitting a signed writer’s contract).

Additionally, we attempt to adhere to the highest standards of the profession—both in content and tone. We seek topical articles by experienced practitioners. On occasion, we publish articles by non-lawyer experts, but we rarely publish articles by law students (and then only if they are co-authored by a licensed attorney or law professor).

The *Orange County Lawyer* is neither a law review nor a newsletter. When writing for us, emulate the tone of a sophisticated news or trade magazine. When you mention a specific case or code, do provide a citation in Bluebook form. But do not include an exhaustive list of every case that has discussed your topic.

### **Some Formatting/Style Guidelines:**

- We follow Bluebook law review style rules for citations. For publication names, we use plain Roman text instead of large and small caps.
- We do not use footnotes. (Citations may be within the article's text or at the end of the Article as unformatted endnotes.)
- *Please format simply*, avoiding hidden commands (such as center, bold, underline, hard left indent, page numbering, font changing). The only formatting you should do is italicizing citations or Latin/foreign words. If you can see all of the text in Google docs, then you have correctly avoided hidden commands in MS Word.
- Do indent each paragraph by 1/4-inch but do not leave a space between paragraphs.
- Please do not attempt to write in columns or format your article in a certain layout or unique font; all special formatting has to be removed before our graphic designer can lay out the text for an issue.
- Word count: Feature articles should be 750 to 2,200 words. Occasionally, based on quality, we publish longer Features.
- Feature articles may include a call for *pro bono* activities and community service activities, but should also be educational (not merely promotional).
- Include a byline with your name, firm, and (if desired) email.
- Letters must follow the above mandates, including relevance, signature, contract, and electronic submission; but should be limited to about 250 words.

### **Submitting a Feature**

No submission will be considered without a signed Writer's Contract. The Writer's Contract can be found at [http://www.ocbar.org/Portals/0/pdf/oc\\_lawyer/writers\\_contract.pdf](http://www.ocbar.org/Portals/0/pdf/oc_lawyer/writers_contract.pdf) and may be emailed to Ms. Gaffaney as a PDF, or may be sent by mail to Attn: OCL Writer's Contract, P.O. Box 6130, Newport Beach, CA 92658.

Submissions should be emailed as a MS Word document to Ms. Gaffaney at [gialisa@gmail.com](mailto:gialisa@gmail.com). Articles will not be accepted until a signed Writer's Contract is received by Ms. Gaffaney.

Acceptance or rejection of the article will be within twenty-one (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 each article within three months, but on occasion the delay could be up to six months from acceptance. Please discuss any questions or concerns with Ms. Gaffaney.

### **Columns**

No new columns will be considered at this time. If you have been selected to write an Ethically Speaking, Family Law Corner, Tech Tip, or Approaching the Bench column, please email a high resolution head shot along with your article.

Thank you for your contribution to *Orange County Lawyer*.