

Submission Guidelines for Legal Articles for The Arkansas Lawyer Magazine

The purpose of these guidelines is to provide instruction for articles submitted for consideration of publication in *The Arkansas Lawyer* magazine. Articles submitted to *The Arkansas Lawyer* can include major articles, brief articles or practice tip articles.

Distribution

The Arkansas Lawyer magazine is the flagship publication of the Arkansas Bar Association and is published quarterly. The magazine is distributed to the approximately 5,000 members of the Arkansas Bar Association as well as to other state and local bar associations and law libraries across the country.

Simultaneous Submissions

Please do not submit your article simultaneously to another publication. If you have already done so, please so indicate in your cover letter. We rarely consider articles that have been published by another publication.

Disclosure

It is important that each author disclose any relationship or legal position he or she may have with the firm, company or person producing any product or providing any service referred to in the article. The author shall also disclose any relationship the author or the author's law firm has taken with respect to the legal proposition or topic the article concerns and about which the author is personally aware at the time the article is submitted. For example, where the author participated in drafting legislation the article discusses, or helped craft a brief setting forth a legal principle the article analyzes, those efforts should be disclosed. The same is true if a member of the author's firm engaged in such efforts and the author is aware of those efforts. This disclosure does not require the author to engage in a 'conflicts check' with his her or her entire firm to uncover such efforts by every lawyer in the firm. It only requires disclosure of efforts known to the author.

Mechanical Requirements

Major articles: *Length:* Articles should be 2,500 words or less, including endnotes. Longer articles are rarely accepted.

Brief articles: *Length:* Articles should be 850-1500 words.

Practice tip articles: *Length:* Articles should be 850 words or less.

Content:

The types of articles *appropriate* for publication include:

- Articles on legal issues with sufficient importance or interest value to appeal to a significant percentage of *The Arkansas Lawyer* readership.
- Your article should be written in a well-organized and conversational style about important new cases, new statutes or regulations, and other legal developments. If you write about a new case or statute, explain what it means for practitioners and how they should respond.

The types of articles *not appropriate* for publication include:

- Articles that have any commercial aspect to them (i.e. if the article advocates using a particular person or company for any services).
- Op-ed articles that are editorial in nature.

Editing

Articles may be heavily edited for clarity and style.

Endnotes and citations

Any citations should be in endnote form, not in the body of the manuscript. Unreported cases should include docket number and court. Avoid lengthy footnotes, using them for citations only except in rare cases. Citations should be consistent with *The Bluebook* "Practitioner Style" citation format.

Main heading and summary

Compose a five-to-10 word main heading or title for the article. Include a very brief summary of your manuscript with the main heading that will appear at the beginning of the article.

The Review Process

Articles submitted to *The Arkansas Lawyer* are reviewed by the Editorial Advisory Board. The board decides whether to accept or reject it, based on the importance of the topic to practicing lawyers, breadth of appeal, timeliness, quality of analysis, clarity, and organization. The board sometimes requires rewriting or editing as a prerequisite to approval. We reserve the right to reject even manuscripts we solicit if they do not meet our standards. If your article is accepted, we will notify you and determine at that time which issue it will likely be in. At that time you will be asked to sign an agreement letter giving the Arkansas Bar Association rights to the article, along with permission to use it on www.arkbar.com and for WestLaw or other legal research services to use it if they so choose. Authors are not required to be lawyers. Following publication, please share any feedback that you may receive with the editor of *The Arkansas Lawyer*.

How to Send Articles

Electronic submissions are required. Send your submission to Anna Hubbard, Editor, *The Arkansas Lawyer* at ahubbard@arkbar.com.

Thank you for your interest in *The Arkansas Lawyer*.