The Michigan Business Law Journal Guidelines

Authors

Authors wishing to submit an article for the Michigan Business Law Journal should be attorneys licensed in the State of Michigan.

Submission Criteria

Articles should discuss Michigan or federal commercial and business law issues of current interest to Business Law Section Members.

Articles typically range in length from 10-15 double-spaced Word pages and should not exceed 20 pages. The word count should not exceed 4,500.

We reserve the right to edit all submissions for length, clarity, organization, style, and conformance with these Guidelines; substantive changes are subject to author approval. We reserve the right to refuse to publish any article.

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Citations and Style Rules

The Institute of Continuing Legal Education (ICLE) publications department will cite check and edit the citations in your article for consistency. However, by following a few of our style rules, you can make the editing and production processes go more smoothly.

- Use endnotes for citations rather than parenthetical or footnote citations.
- Do not use periods within citations. Examples:
  - MCL 339.2503 (not M.C.L. 339.2503)
  - 1982 PA 338 (not 1982 P.A. 338)
- Do not use section symbols. Examples:
MCL 722.51 (not M.C.L. §722.51)

- *Italicize* case names; do not underline. Example:

- Use the following citation form for books:

- Use the following citation form for articles:

- Acknowledge co-authors and research assistance as follows:
  - Co-authors—Please clearly indicate article co-authors. Each co-author should submit a bio and photo.
  - Research assistance—To acknowledge research assistance or other help from an individual who is not a co-author, include the information in the first endnote.
    - For example, write in the first endnote: The author would like to thank Michael Attorney for his research assistance.

**Basic Style Guidelines**

- For spelling, please follow *Webster’s 11th Collegiate Dictionary*, or *Black’s Law Dictionary* (8th ed) for legal terms not in *Webster’s*, with the following exceptions or additions:
  - carve-out; cyber court
  - e-business; e-mail
  - http://—include in Web URLs
  - Internet
  - numbers: spell out numbers one through nine; use figures for numbers 10+
  - online
  - Web conferencing; Web site

- For other style issues, ICLE follows *The Chicago Manual of Style* guidelines.

**Bio & Photo**

Please email the following to Kanika Ferency at ferencyk@icle.org or Christine Mathews at cmathews@icle.org:
- a brief professional biography (consisting of your name, firm, and area(s) of expertise), and
- a high-resolution photo (should be a jpg or tiff file with a minimum resolution of 300 dpi).

If you have a website with this information on it, simply provide the URL and we can take the information we need, including the photo. If you attach a biography to your article, please do not include it as an endnote with a reference to the byline.

**Questions? Contact ICLE**

If you have any questions, please contact ICLE’s Kanika Ferency at ferencyk@icle.org or Christine Mathews at cmathews@icle.org.
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