

MICHIGAN Bar Journal Theme Editor Guidelines

State Bar of Michigan, Michael Franck Building, 306 Townsend St., Lansing, Michigan 48933-2083
Contact: Linda Novak, Managing Editor, lnovak@mail.michbar.org, (517) 618-6771

It is critical that your authors read the article guidelines before they begin writing. All authors must adhere to the guidelines (<http://www.michbar.org/journal/about/artguidelines.pdf>).

Selecting Topics

Theme editors should:

- Check the online archive for recently published articles in the topic area (<http://www.michbar.org/journal/home.cfm?viewType=listarchive>).
- Contact the chairpersons of any relevant SBM sections and committees to help identify topics and authors (<http://www.michbar.org/sections/>).
- Identify the topics of articles in related section newsletters/publications within the past two years.
- Submit theme issue topics to Linda as soon as possible.

Working with Articles

Soliciting Articles

Solicit three *or* four 2,500-word articles; this word count *includes footnotes*. A theme issue with three articles, or approximately 7,500 words, will allow the inclusion of general-interest articles. If individual articles are less than 2,500 words, you may include more than four articles, working within a maximum word count of 10,000 words.

Refer to http://www.michbar.org/generalinfo/pwac/Theme_Issue_Schedule.pdf for the current theme issue schedule. The “copy due” deadline is the deadline for submitting *final, edited* copy to Linda; set your deadlines for receiving copy from authors well in advance of this deadline. Submitting articles late jeopardizes their publication.

Submit to Linda a list of the articles to be published as soon as possible. Include working titles and the authors’ contact information.

Ensure that each article has:

- A signed copyright license (a blank license is attached to these guidelines). All rights to articles will be held jointly between the author and the State Bar of Michigan upon publication.
- An author biography (maximum of 70 words).
- Fast facts, if appropriate. Fast facts are two or three *brief* sentences that will be formatted in a sidebar to emphasize key points of your article or entice readers to read the full article. They can be taken verbatim from the article or be paraphrased. Refer to any recent issue of the *Michigan Bar Journal* for examples.
- A photo, if desired. Photos should be 300 DPI (dots per inch) and no smaller than 2 by 3 inches. We accept color or grayscale TIFF, JPEG, EPS, or PDF files, as well as photographic prints.

Editing Articles

Verify that each article conforms to the article guidelines.

Edit the articles as appropriate for length, clarity, and organization; substantive changes are subject to author approval. Ask authors to correct footnotes that do not contain proper citations (for example, missing parallel citations) or that do not give the reader enough information to locate the material. Remember:

- Authors should use footnotes to cite authority only.
- All citations must be included in footnote form at the *end* of the article— *not* in the body of the manuscript.
- The *Bar Journal* uses the Michigan Uniform System of Citation as a citation style guide. You can find it at 474 Mich cxxii or 85 Mich B J 85 (May 2006), or in commercial publications of Michigan court rules.

Incorporate your edits into the electronic version of each article.

Submitting Articles

Send all articles to Linda by e-mail *2½ months before the first of the publication month*. If possible, send each article separately, along with the author's signed copyright license, bio, photo, and fast facts.