



GUIDELINES FOR SUBMISSION OF ARTICLES TO *THE LEGAL PROFESSIONAL*

Guest Writer Guidelines

COMPUTER INPUT GUIDELINES

- a. Article must be submitted by email as an attached document using Microsoft Word or WordPerfect. When sending email, include in subject line: "[Last Name of Author] and [contents], " i.e., Smith - Article, Bio and Photo.
- b. Articles submitted must be at least 500 words and no more than 2500 words.
- c. Articles sent in PDF format are not acceptable.
- d. Articles submitted must include a brief biography, digital photograph of author, and the name, email address, and contact information of person submitting the article. Articles that do not have this information cannot be considered for publication.
- e. Type all copy in Times New Roman 12 point type to fit across an 8-1/2" x 11" page, single spaced. Avoid using style attributes such as bold, italic, centering, columns or tabs.

PHOTOGRAPHS

- a. Digital photography is required and must be a resolution high enough to guarantee at least 300 dpi at 100% scale.

The subject should be either horizontally or vertically positioned. Centered, straight-on shots are preferred. If you use a flash, direct it away from the subject to avoid glare; or move a few inches left or right of center to eliminate glare.

If you submit photographs other than your own, please indicate the source and include any letters of permission for publication in the magazine.
- b. If a Guest Writer submits an article, a digital photograph of the guest writer must be submitted. If sending separate email with photo attached, include in subject line: "[Name of Author] Photo," i.e., John Smith – Photo.

MISCELLANEOUS

- a. Articles are subject to approval and/or editing. Editor cannot guarantee publication in any given issue, although every effort will be made to publish as soon as possible after acceptance.
- b. Articles submitted and published in *The Legal Professional* become the property of LPI unless prior agreement is obtained by the authors. There is no objection to reproducing articles previously published in *The Legal Professional*, provided the original source is acknowledged.
- c. If you have questions regarding these guidelines, please contact the Editor:

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