GUIDELINES FOR CONTRIBUTORS

The Legal Professional®
Official Publication of Legal Professionals Incorporated (LPI)
(Revised February 2026)

OUR MISSION

The Legal Professional® exists to educate, elevate, and connect legal support professionals throughout California. As the official publication of **Legal Professionals Incorporated (LPI)**, the magazine highlights professional excellence, promotes continuing education, shares practical resources, and celebrates the leadership of those who serve in the legal community.

We welcome informative, forward-thinking, and experience-driven content that supports legal professionals at every stage of their careers.

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1. PUBLICATION SCHEDULE & DEADLINES

The magazine is published quarterly:

Issue	Submission Deadline	Submission Deadline	Corresponding Conference
SUMMER (First Quarter)	Mid-July	July 1	August
FALL (Second Quarter)	Mid-October	October 1	November
WINTER (Third Quarter)	Mid-January	March 1	February
SPRING (Annual/Fourth Quarter)	Mid-April	April 1	May

Early submission is encouraged. Articles received after deadlines may be considered for a subsequent issue at the Editor-in-Chief's discretion.

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2. CONTRIBUTOR EXPECTATIONS

LPI Officers & Chairmen

Each officer and chairman is expected to contribute at least one article during the fiscal year. Articles should reflect leadership initiatives, committee work, or topics relevant to the membership.

Governors

Each governor is expected to:

- Submit one article during the fiscal year; and
- Secure one guest writer article annually (see Section 4).

Members

Member contributions are encouraged and appreciated. We value practical insights, professional experience, and educational content.

Local Associations

Associations are encouraged to submit:

- Event highlights
- Educational program summaries
- Community service projects
- Member spotlights
- High-quality photographs

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3. CONTENT FOCUS & SUGGESTED TOPICS

We seek content that informs, inspires, and strengthens the legal support profession.

Suggested topics include:

- Legal procedures and practice updates
- Case law or legislative developments
- Law office management and workflow systems
- Legal technology, AI tools, cybersecurity, and software solutions
- Word processing and productivity strategies
- Professional certification (CCLS) journeys and advancement
- Leadership development
- Career growth and mentorship
- Legal specialization areas:
    - Civil Litigation
    - Criminal/Family Law
    - Federal Law
    - Probate/Estate Planning
    - Law Office Administration
    - Specialty Practice Areas
- Workplace wellness and professional resilience
- Association success stories
- Conference highlights
- Letters responding to previously published articles

Articles should provide clear value to readers working in legal environments.

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4. GUEST WRITER PROGRAM

Each governor is expected to secure one guest writer article per year.

Guest writers may include:

- Attorneys
- Judges
- Legal educators
- Technology professionals
- Subject-matter experts

Guest submissions must include:

- A brief biography (50–125 words)
- A high-resolution headshot

Guest articles should offer educational or practical value relevant to legal professionals.

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5. ARTICLE REQUIREMENTS

Length

- Minimum: 600 words
- Maximum: 2,500 words (Longer articles, please contact Editor-in-Chief)

Writing Style

- Professional, informative, and reader-focused
- Clear and practical
- Avoid promotional or sales-driven content
- Cite sources where appropriate

Formatting

- Submit in Microsoft Word (.doc or .docx format)
- Times New Roman, 12-point font
- Single spaced
- Minimal formatting (no embedded columns or elaborate styling)
- Do not submit PDF files

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6. BIOGRAPHY & PHOTO REQUIREMENTS

Each article must include:

Author Biography

- 50–125 words
- Placed at the top of the article
- Include professional title, employer (if appropriate), association affiliation, and credentials

Headshot

- High-resolution JPEG or PNG
- Minimum 300 dpi at full size
- Clear, professional, well-lit image
- Submitted as a separate attachment

Group photos must identify individuals from left to right.
If photographs are taken by a third party, proper credit and publication permission must be provided.

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7. HOW TO SUBMIT

Email submissions to:

TLPeditor@LegalProfessionalsInc.org

Subject line format:
Last Name – Article, Bio, Photo
Example: *Smith – Article, Bio, Photo*

Include in your email:

- Full name
- Email address
- Association affiliation (if applicable)
- Confirmation that the article is original
- Written reprint permission if previously published elsewhere

Incomplete submissions may delay review.

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8. CONFERENCE HOSTING REQUIREMENTS

Associations hosting LPI conferences must meet publication deadlines for promotional materials.

August Conference

- Hotel & registration information due July 1 (for SUMMER issue)
- Minimum one-page article due July 1

November Conference

- Hotel & registration information due October 1 (for FALL issue)
- Minimum one-page article due October 1

February Conference

- Hotel & registration information due March 1 (for WINTER issue)
- Minimum one-page article due March 1

Annual (May) Conference

- Hotel & registration information due April 1 (for SPRING issue)
- Minimum one-page article due April 1

All submissions must include author bio and photograph.

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9. LETTERS TO THE EDITOR

We welcome thoughtful dialogue.

Guidelines:

- Maximum 500 words
- Must reference an article previously published in *The Legal Professional*®
- Include name, address, phone number, and email
- Anonymous letters will not be published
- No petitions
- Letters may be edited for clarity, civility, and length

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10. EDITORIAL POLICY

- All submissions are subject to editorial review and approval.
- Publication in a specific issue is not guaranteed.
- The Editor-in-Chief reserves the right to edit for clarity, tone, grammar, and space.
- Published articles become the property of Legal Professionals Incorporated unless otherwise agreed in writing.
- Reprints must credit *The Legal Professional*®.

OUR COMMITMENT

The Legal Professional® reflects the excellence, integrity, and professionalism of our members. Through collaboration, education, and leadership, we continue to advance the legal support profession and strengthen our community nationwide.

We appreciate your contributions and your commitment to professional excellence.