



GUIDELINES FOR CONTRIBUTORS TO THE LEGAL PROFESSIONAL

1. DEADLINES FOR RECEIPT OF ARTICLES BY EDITOR

- a. For August issue (First Quarter). **June 1st**
- b. For November issue (Second Quarter). **September 1st**
- c. For February issue (Third Quarter). **December 1st**
- d. For May issue (Annual/Fourth Quarter). **March 1st**

2. SUBMISSION OF ARTICLES

- a. LPI Officers and Chairmen: Each officer and chairman is required to submit an article for at least one quarterly issue during the fiscal year. A brief biography and digital photo must be included with all submissions.
- b. Governors: Each governor is expected to submit an article for at least one quarterly issue during the fiscal year and a guest writer article as provided in paragraph 3 below. A brief biography and digital photo must be included with all submissions.
- c. Members: Articles from members are appreciated, but not mandatory. A brief biography and digital photo must be included with all submissions.
- d. Associations: All associations are encouraged to submit digital photographs and/or articles at any time.
- e. Suggested Topics for Articles:
 - (1) Legal procedures
 - (2) Law office management procedures
 - (3) Word processing/computer hints/technology/internet/world wide web
 - (a) Legal web sites
 - (b) Product information
 - (4) Office equipment/environment
 - (5) Personal safety
 - (6) Career promotions
 - (7) Keynote cases
 - (8) CCLSs are encouraged to submit articles about their experience as a CCLS and/or pursuit for certification

- (9) Information about *Legal Professional's Handbook; Law Office Procedures Manual; The Legal Professional* magazine
- (10) Legal Specialization Sections (Civil Litigation; Criminal/Family Law; Federal Law; Law Office Administration; Probate/Estate Planning; Specialty Law)
- (11) Photographs and/or articles regarding the success of association(s) event(s) (how, when and why successful)
- (12) Letters to the Editor
- (13) Word processing or legal procedure tips and tricks
- (14) Other topics of general interest to the legal community

3. GUEST WRITERS

- a. Each governor is expected to submit one article per year written by a guest writer. Topics may be as suggested above or any topic of interest to anyone employed in a legal environment.
- b. Guest writer articles must include a brief biography and a digital photograph.

4. DIGITAL INPUT GUIDELINES

- a. All articles submitted must be ***at least 550 words*** and ***no more than 2800 words***.
- b. Type all copy in Times New Roman 12 point font to fit across an 8½" x 11" page, single spaced. Avoid using style attributes such as bold, italic, centering, columns or tabs.
- c. Articles sent in PDF format **are not** acceptable.
- d. Articles must be submitted by email as an attached document using word processing programs such as Microsoft Word or WordPerfect. Articles must include a brief biography and digital photograph of the author. The bio should appear at the TOP of the article and the digital photo should be included as a separate document within the email. When sending the email, include in subject line: "[Last Name of Author] and [contents], " i.e., Smith - Article, Bio and Photo.
- e. All articles submitted must be accompanied by the name and email address of person submitting the article, and name of submitting Association. If the article has been previously printed in another publication, permission to reprint is needed. Articles that do not have this information cannot be considered for publication.

5. 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. ***LPI officers and chairmen*** must provide the magazine editor a recent digital photograph by **June 1st** or upon that officer or chairman's later election or appointment. When sending email with photo attached, include in subject line: "[Name of Officer/Chairman] Photo," i.e., Jane Smith – Photo.
- c. If a ***Governor*** submits an article prepared by a guest writer or member of that governor's local association, a digital photograph of the guest writer or member must be submitted. If sending separate email with photo attached, include in subject line: "[Name of Author] Photo," i.e., John Smith – Photo.
- d. ***Hosting Associations*** must provide the magazine editor a digital photograph of the author of any article submitted. When sending email with photo attached, include in subject line: "[Name of Author] Photo," i.e., Sarah Brown – Photo.

6. QUARTERLY ASSIGNMENTS

The following associations are expected to secure articles from guest writers for publication in the magazine issues specified below.

- a. August Issue (to be submitted no later than **June 1st**):
Alameda County, Beverly Hills/Century City, Conejo Valley, Contra Costa County, Desert Palm, Fresno County, Humboldt County
- b. November Issue (to be submitted no later than **September 1st**):
Livermore-Amador Valley, Long Beach, Los Angeles, Marin County, Merced County, Mt. Diablo, Orange County
- c. February Issue (to be submitted no later than **December 1st**):
Placer County, Rio Hondo District, Riverside, Sacramento, San Diego, San Fernando Valley, San Francisco
- d. May Issue (to be submitted no later than **March 1st**):
San Gabriel Valley, San Mateo County, Santa Clara County, Santa Cruz County, Santa Maria, Stanislaus County, Stockton-San Joaquin County, Trinity County

7. ASSOCIATIONS HOSTING LPI CONFERENCES:

- a. If hosting **First Quarterly Conference (August)**, host association must submit hotel reservation and registration information by **March 1st** deadline to be included in May issue. Association must submit one page article by **June 1st** deadline for the August issue. In odd numbered years (2015, 2017, 2019, etc.) Association must submit cover photograph by **June 1st** deadline. No cover photograph is required for August conference in even numbered years. Article,

hotel reservation, and registration pages should be submitted by email as provided in paragraph 4 above. Article must include a brief biography and a digital photograph of author.

- b. If hosting **Second Quarterly Conference (November)**, host association must submit hotel reservation and registration information by **June 1st** deadline to be included in August issue. Association must submit one page article and cover photograph by **September 1st** deadline for the November issue. Article, hotel reservation, and registration pages should be submitted by email as provided in paragraph 4 above. Article must include a brief biography and a digital photograph of author.
- c. If hosting **Third Quarterly Conference (February)**, host association must submit hotel reservation and registration information by **September 1st** deadline to be included in November issue. Association must submit one page article and cover photograph by **December 1st** deadline for the February issue. Article, hotel reservation, and registration pages should be submitted by email as provided in paragraph 4 above. Article must include a brief biography and a digital photograph of author.
- d. If hosting the **Annual Conference (May)**, host association must submit hotel reservation and registration information by **December 1st** deadline to be included in February issue. Association must submit one page article and cover photograph by **March 1st** deadline for the May issue. Article, hotel reservation, and registration pages should be submitted by email as provided in paragraph 4 above. Article must include a brief biography and a digital photograph of author.

8. **GUIDELINES FOR SUBMITTING LETTERS TO THE EDITOR**

- a. All letters to the Editor are welcomed and will be considered for publication.
- b. Length limit: 500 words
- c. No petitions allowed.
- d. The editor reserves the right to edit letters for length, redundancy, clarity, civility and accuracy. Letters must be in good taste and focus on issues of general concern, not personalities.
- e. All letters should include the author's name, address, phone number and email address. Anonymous letters will not be printed.
- f. Letters by the same author that reiterate opinions previously expressed may not be published.
- g. Letters to the Editor must be must be comments related to an article previously published in *The Legal Professional* magazine.
- h. Most important, the point of letters is to opine – everyone is entitled to their opinion.

9. **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. An additional copy on USB may be required if problems occur with email transmission.

If you have questions regarding these guidelines, please contact the Editor:

Barbara Barregar
E-mail: TLPEditor@legalprofessionalsinc.org