



GUEST WRITER SUBMISSION GUIDELINES

The Legal Professional[®]

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

WELCOME

Thank you for your interest in contributing to *The Legal Professional*[®]. As the official publication of **Legal Professionals Incorporated (LPI)**, our magazine is dedicated to educating, elevating, and connecting legal support professionals nationwide.

Guest writer contributions provide valuable subject-matter expertise, practical insight, and forward-thinking perspectives that benefit our readers working in legal environments across diverse practice areas.

We appreciate your willingness to share your knowledge and professional experience.

PUBLICATION SCHEDULE & DEADLINES

The magazine is published quarterly:

Issue Date	Published Approximately	Submission Deadline	Corresponding Conference
SPRING	Mid-April	April 1	May
SUMMER	Mid-July	July 1	August
FALL	Mid-October	October 1	November
WINTER	Mid-January	January 1	February

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

ARTICLE REQUIREMENTS

Length

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

Content Expectations

Articles should:

- Provide practical, educational, or leadership-focused value

- Be relevant to professionals working in legal environments
- Maintain a professional and objective tone
- Avoid promotional or sales-driven language
- Cite authoritative sources when appropriate

We welcome contributions from attorneys, judges, educators, legal technology professionals, and other subject-matter experts.

SUBMISSION FORMAT

File Format

- Microsoft Word (.doc or .docx) only
- PDF submissions will not be accepted

Formatting

- Times New Roman
- 12-point font
- Single spaced
- Minimal formatting (no embedded columns, excessive styling, or complex layouts)

Required Accompanying Materials

Each submission must include:

1. Author Biography (50–125 words)

- Professional title
- Organization or firm (if applicable)
- Relevant credentials
- Association affiliation (if applicable)

2. High-Resolution Headshot

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

3. Contact Information

- Full name
- Email address
- Phone number
- Name of sponsoring LPI Governor or Association (if applicable)

Incomplete submissions may delay review or be returned for correction.

HOW TO SUBMIT

Email submissions to:

TLPEditor@LegalProfessionalsInc.org

Subject line format:

Last Name – Article, Bio, Photo

Example: *Smith – Article, Bio, Photo*

If submitting the photograph separately, use:

Last Name – Photo

PHOTOGRAPH GUIDELINES

- Minimum resolution: 300 dpi
- Straight-on headshots are preferred
- Avoid heavy shadows, glare, or distracting backgrounds
- If photographs are taken by another individual, proper credit and written publication permission must be provided

Professional presentation reflects the standards of LPI and the publication.

EDITORIAL POLICY

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

For questions regarding guest writer submissions, please contact:

Ron Ackland, Editor-in-Chief

The Legal Professional®

Email: TLPEditor@LegalProfessionalsInc.org
