

Connecticut Lawyer Magazine

Editorial Guidelines



Date: June 21, 2019

Statement of Purpose

Connecticut Lawyer magazine is published bimonthly by the Connecticut Bar Association for the benefit of its members.

Connecticut Lawyer is not a consumer magazine, nor is it a law-review journal. Its purpose is to contribute to lawyers' professional growth; provide information on important legislative changes, court decisions, and other issues arising in the legal profession; keep members informed of CBA activities; and help improve law office management skills.

Subject Matter

The *Connecticut Lawyer* strives to publish articles that are topical, thought-provoking, and that address issues and topics of interest to significant segments of the bar. Articles designed to promote an author's business interests will not be published. Personal references to the author or the author's clients should be minimized. To preserve professional objectivity, it is assumed that, absent appropriate disclosure: (a) authors are not involved in litigation or similar matters that would impair objective treatment of the subject, and (b) authors have not received compensation of any kind for the article.

All articles submitted to the *Connecticut Lawyer* are subject to the approval of the editorial staff, and in some instances, the *Connecticut Lawyer* Advisory Committee and will be edited for accuracy, grammar and usage, concision, length, and style. The following guidelines will be applied to articles submitted for publication, whether unsolicited or solicited, and authors should prepare articles with these questions in mind:

1. Does the content of the article directly affect the practice of law in Connecticut?
2. Will the information in the article help CBA members in their daily business activities?
3. Is the topic timely?
4. Is there broad interest among Connecticut lawyers in the topic addressed in the article?
5. Does the author of the article have the necessary experience and knowledge to write about the subject in question, and has the author conducted sufficient research to do so?
6. Is the subject matter adequately covered in the article?
7. Does the author present ideas in a balanced manner rather than presenting one side of an issue?
8. Does the article contain information not already covered in another publication?

Documentation

Any opinions and conclusions stated in articles should be clearly supported by sufficient authority, set forth in endnotes.

General Format

The *Connecticut Lawyer* is published in a standard magazine format, 8½ x 11 inches, with approximately 44 pages per issue. Unless other arrangements have been made with the editor, articles should meet the following requirements:

1. Articles should be approximately 1,200 to 4,000 words.
2. Endnotes should appear on a separate page at the end of the article. Articles must be submitted in Microsoft Word by e-mail to editor@ctbar.org.
3. Articles should be accompanied by: (i) a brief (approx. _____ words) biography (including author's name, firm name and location, practice area(s), any applicable CBA section or committee involvement, etc.); and (ii) a brief (approx. ____ words) summary of the article.
4. The *Connecticut Lawyer* generally follows *The Chicago Manual of Style* in matters of format and style.

Deadlines

The deadline for each issue is approximately eight to 12 weeks before publication. The *Connecticut Lawyer* generally is planned three to four months in advance.

Ethical Constraints

The *Connecticut Lawyer* will not publish articles that violate ethical standards. Criticism of the judicial system should be presented with restraint and good taste. No client confidences should be revealed.

Multiple Submissions and Reprints

All reproduction and distribution of an article published in the *Connecticut Lawyer* requires prior written consent of the Connecticut Bar Association. The Connecticut Bar Association reserves the right to grant permission to affiliated and unaffiliated parties to reprint any articles or parts thereof appearing in the *Connecticut Lawyer*. Permission will generally be withheld if the party requesting permission will be reproducing or distributing an article for compensation or other remuneration.

Authors of articles published in the *Connecticut Lawyer* may post copies of such articles on their law firm web sites with prior written consent of the Connecticut Bar Association and appropriate attribution and copyright language. A copy of an author's published article in Portable Document Format (PDF) may be provided by the Connecticut Bar Association for this purpose upon request.

The *Connecticut Lawyer* will consider for publication previously published articles.

Payment and Copyrights

Authors will receive no compensation for articles submitted to or published in the *Connecticut Lawyer*. All published articles become the property of the Connecticut Bar Association. The *Connecticut Lawyer* does not return manuscripts or disks.

By submitting an article for publication consideration, each author represents to the Connecticut Bar Association that the article does not violate any copyright or other personal or proprietary right of any person or entity, and that all necessary publication-related permissions have been obtained.

Author's Agreement

By submitting an article to the *Connecticut Lawyer*, the author agrees to all the terms, provisions, and policies of the *Connecticut Lawyer* stated in these Editorial Guidelines for authors.

The *Connecticut Lawyer* encourages CBA members to submit articles for publication. Inquiries should be submitted to editor@ctbar.org.