

CT Lawyer Magazine Editorial Guidelines



Statement of Purpose

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

CT 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 Articles designed to promote an author's business interests will not be published.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 *CT Lawyer* magazine are subject to the approval of the editorial staff, and in some instances, the *CT 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

CT Lawyer magazine 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 a brief (one or two sentence) biography (including author's name, firm name and location, practice area(s), any applicable CBA section or committee involvement, etc.) and a brief (one to two sentence) summary of the article.
4. *CT Lawyer* magazine 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. *CT Lawyer* magazine generally is planned three to four months in advance.

Ethical Constraints

CT Lawyer magazine 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

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CT Lawyer magazine will consider for publication previously published articles.

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Author's Agreement

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

CT Lawyer magazine encourages CBA members to submit articles for publication. Inquiries should be submitted to editor@ctbar.org.