

# MICHIGAN Bar Journal Article Guidelines

State Bar of Michigan, Michael Franck Building, 306 Townsend St., Lansing, Michigan 48933-2012  
Contact: Linda Novak, Editor, lnovak@mail.michbar.org, (517) 367-6422

## Submission Criteria

The *Michigan Bar Journal* will consider articles that:

- address specific issues in areas of law that are widely practiced
- cover new fields of law or subspecialties
- are of interest to our members

We will decline articles that:

- denigrate the legal profession
- are poorly written
- promote a specific business or type of business
- do not conform to these guidelines

We reserve the right to edit all submissions for length, clarity, organization, and style; substantive changes are subject to author approval. We reserve the right to refuse to publish any article.

## The Review Process

All unsolicited articles are sent to the *Michigan Bar Journal*'s three-member article review committee for consideration. The committee decides if an article is accepted for publication or declined on the basis of how well it meets the submission criteria outlined above, as well as its timeliness, clarity, and organization. The committee may request that an article be shortened or edited before continuing with the review process.

If your article is accepted for publication, expect a minimum of a six-month waiting period. We reserve the right to determine when an article is published. If the review committee decides that your article is appropriate for a theme issue, your article will be sent to the theme issue editor for consideration; theme articles are published according to the theme issue schedule.

Usually, the *Michigan Bar Journal* does not publish articles that have been published elsewhere. If you have submitted to multiple publications and received an acceptance elsewhere but prefer the *Michigan Bar Journal*, contact Linda Novak to determine the status of your article.

## Manuscript Requirements

### Length

Articles must be no longer than 2,500 words, including footnotes and fast facts.

### Format

Articles must be formatted as double-spaced, 8 ½" x 11" pages. All citations must be included in footnote form at the end of your article – not in the body of the manuscript.

## **Footnotes**

The *Michigan Bar Journal* is not a law review. Use footnotes to cite authority only. Substantive footnotes containing extended side discussion are not included in the printed magazine, but can be included in the online version. Contact Linda Novak if you are interested.

The *Michigan Bar Journal* uses the Michigan Uniform System of Citation (MUSC) as a citation style guide. The Michigan Supreme Court recently revised the MUSC. You can find it at 474 Mich cxxii or 85 Mich B J 85 (May 2006), or in commercial publications of Michigan court rules. The revised MUSC also contains expanded guidelines for quoting authority. Please consult and follow the MUSC when you prepare your manuscript. Accurate quotations and complete citations are important. Please include complete citations (for example, include parallel citations) and, when citing material other than cases, statutes, or rules, give the reader enough information to locate that material.

## **Article Title/Subtitle**

Compose a title – and subtitle, if appropriate – that conveys the essence of your article.

## **Fast Facts**

The *Michigan Bar Journal*'s standard is to provide “fast facts” for most articles. These are two to three sentences that summarize your article's key points. If appropriate, include these with your manuscript; obviously, some subjects do not lend themselves to such summarization. Refer to a recent issue of the *Michigan Bar Journal* for examples of fast facts; they are formatted as sidebars within an article.

## **Biography**

Provide a brief author biography – not to exceed 70 words – emphasizing credentials related to the subject of your article.

## **Photographs**

You may submit a photograph with your manuscript. Photos should be 300 DPI (dots per inch) and no smaller than 2 by 3 inches. We accept color or grayscale TIFF, JPEG, EPS, or PDF files, as well as photographic prints.

## **Copyright License**

You must sign the State Bar of Michigan copyright license before your article will be published. All rights to published articles will be held jointly between the author and the State Bar of Michigan.

## **Sending Your Manuscript**

Submit your article electronically to Linda Novak at [lnovak@mail.michbar.org](mailto:lnovak@mail.michbar.org). We prefer Microsoft Word e-mail attachments, but can accept most word processing programs. You may mail your article, but please include a copy on disk. Please include your complete contact information with your manuscript.



**Copyright License**

Title of Article: \_\_\_\_\_ (Work),  
by \_\_\_\_\_ (Author).

Author grants to the State Bar of Michigan the right to reproduce, distribute, and publish the Work in all forms and media throughout the world, to prepare translations and other works that derive from the Work, and to license and authorize others to do all these things.

Author retains a royalty-free, perpetual right to use, reproduce, and distribute the Work and to create derivative works.

This grant becomes effective when the State Bar of Michigan publishes the work. Unilaterally added alterations will void the agreement and the article will be rejected.

Date: \_\_\_\_\_  
\_\_\_\_\_ Author

Date: \_\_\_\_\_  
\_\_\_\_\_ State Bar of Michigan

\_\_\_\_\_  
Title