

## QUARTERLY GUIDELINES FOR ARTICLES

These guidelines are offered to assist you in developing the format of your article. The stylebook on the second page may be of help to your secretary in typing your article.

Many of our issues are devoted to themes, but we welcome articles on any topic of interest.

Original manuscripts are preferred.

**Content:** Any article of interest to the practice of Negligence Law issues are welcome. Possibilities include: articles on developments in the law, practical articles on handling specific issues or types of cases. Articles should emphasize analysis over advocacy. That is, articles need not espouse a specific point of view, but should state and evaluate issues and tactics.

**Style:** (1) **The audience** is attorneys whose expertise may well not extend to your area, so it is good to begin by describing the context in which the issues arise. Also, you should briefly explain important concepts, even though they may need no explanation within your specialty.

(2) A **less formal** style is preferable to a law review style. Gender-neutral language should be used.

**Length:** The normal length is 4 to 6 double-spaced pages, but articles of shorter length are also welcome.

**Format:** Articles can be submitted on disk or by email. Either WordPerfect or MSWord is acceptable. It is helpful if the filename ends with “.doc.” It makes it easier to convert to our system. Email them to Madelyne Lawry [neglawsection@comcast.net](mailto:neglawsection@comcast.net)

**Footnotes:** Footnotes are published at the end of the article as endnotes.  
**It is preferable to avoid putting substantive discussion in footnotes.**

**Citations:** Please use the Michigan Uniform System of Citation, except that you need not use the parallel citation.

**Editing:** In general, editing is limited to checking for typos, inserting short headers to break the article into sections, and other minor changes. Some authors specifically request more extensive editing, and we can do that on request.

**Biography:** You should include a short biographical statement and a photograph if you have one.

## Stylebook

### Case citations

Are put in footnotes.

Are always italicized, never underlined.

Have no periods in abbreviations.

Do not have parallel citations.

Authority from other states should have citations to regional reporters.

Underlining is for emphasis.

Title, headings and subheadings are bold, never underlined

### Quotation marks and punctuation:

Periods and commas are always inside.

Colons and semicolons always outside.

Question marks and exclamation points are placed according to meaning: