

MICHIGAN Bar Journal Theme Editor Guidelines

State Bar of Michigan, Michael Franck Building, 306 Townsend St., Lansing, Michigan 48933-2012
Contact: barjournal@michbar.org.

It is critical that your authors read the article guidelines before they begin writing. All authors must adhere to the guidelines (<http://www.michbar.org/journal/about/artguidelines.pdf>).

Selecting Topics

Theme editors should:

- Check the online archive for recently published articles in the topic area (<http://www.michbar.org/journal/archive>).
- Contact the chairpersons of any relevant SBM sections and committees to help identify topics and authors (<http://www.michbar.org/sections/home>).
- Identify the topics of articles in related section newsletters/publications within the past two years.
- Submit theme issue topics to barjournal@michbar.org as soon as possible.

Working with Articles

Soliciting Articles

Solicit three or four 2,500-word articles; this word count *includes endnotes*. A theme issue with three articles, or approximately 7,500 words, will allow the inclusion of general-interest articles. If individual articles are less than 2,500 words, you may include more than four articles, working within a maximum word count of 10,000 words.

Refer to http://www.michbar.org/generalinfo/pwac/Theme_Issue_Schedule.pdf for the current theme issue schedule. The “copy due” deadline is the deadline for submitting *final, edited* copy to barjournal@michbar.org; set your deadlines for receiving copy from authors well in advance of this deadline. Submitting articles late jeopardizes their publication.

Submit to barjournal@michbar.org a list of the articles to be published as soon as possible. Include working titles and the authors’ contact information.

Ensure that each article has:

- A signed copyright license (a blank license is attached to these guidelines). All rights to articles will be held jointly between the author and the State Bar of Michigan upon publication.
- An author biography (maximum of 70 words).
- Two or three *brief* sentences that will be formatted in a sidebar called “At a Glance” to emphasize key points of your article or entice readers to read the full article. They can be taken verbatim from the article or be paraphrased.
- A photo, if desired. 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.

Editing Articles

Verify that each article conforms to the article guidelines.

Edit the articles as appropriate for length, clarity, and organization; substantive changes are subject to author approval. Ask authors to correct endnotes that do not contain proper citations (for example, missing parallel citations) or that do not give the reader enough information to locate the material. Remember:

- Authors should use endnotes to cite authority only.
- All citations must be included in endnote form at the *end* of the article— *not* in the body of the manuscript.
- The *Bar Journal* uses the Michigan Appellate Opinion Manual as a citation style guide. The manual is available in a searchable online format at <http://www.courts.mi.gov>.

Incorporate your edits into the electronic version of each article.

Submitting Articles

Send all articles to barjournal@michbar.org *2½ months before the first of the publication month*. If possible, send each article separately, along with the author’s signed copyright license, bio, photo, and fast facts.



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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

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Title