

## **Connecticut Lawyer Editorial Guidelines**

### **Statement of Purpose**

The *Connecticut Lawyer* is published by the Connecticut Bar Association for the benefit of its members. It is published monthly, except in January, June, and August, and generally distributed during the second week of the month.

The *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 Articles designed to promote an author's business interests will not be published.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 editor, associate editor, 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 the author should edit his or her own work 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 expertise to write about the subject in question, or has he or she 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 48 pages per issue. Unless other arrangements have been made with the editor, articles should meet the following requirements:

1. Articles should be approximately 1,800 to 4,000 words.
2. Endnotes should appear on a separate page at the end of the article.

3. Articles must be submitted in Microsoft Word by e-mail to editor@ctbar.org.
4. Articles should be accompanied by a brief (one or two sentences) biography of the author(s).
5. The *Connecticut Lawyer* follows The Chicago Manual of Style (Fifteenth Edition) in matters of format and style.

### **Deadlines**

The deadline for each issue is approximately six to eight weeks before publication. The *Connecticut Lawyer* generally is planned two to three 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**

The Connecticut Bar Association reserves the right to grant permission to reprint any articles or parts thereof appearing in the *Connecticut Lawyer*. The *Connecticut Lawyer* will consider for publication previously published articles.

### **Payment and Copyrights**

Authors will receive no compensation for articles 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 addressed to:

Editor

*Connecticut Lawyer*

PO Box 350

New Britain, CT 06050-0350

Tele: (860)223-4400

FAX: (860)223-0429

e-mail: editor@ctbar.org