

## DCBA BRIEF GUIDELINES FOR SUBMISSIONS

The DCBA *Brief* is the journal of the DuPage County Bar Association. The DCBA *Brief* is a multi-column format magazine that publishes legal articles, news, announcements, advertisements and other information of interest to members of the DuPage County legal community. All submissions should be written on topics of interest to the magazine's audience and are subject to approval and editing by the Publication Board. If an article requires extensive changes, the author may be asked to make such changes himself or herself. The editors may add or change titles, headings and captions as appropriate. All submitted materials must be signed by the author and include a signed copy of the Author's Agreement to be considered for publication.

### General Guidelines – Legal Article Submissions

□ Articles should be submitted in Times New Roman, 12-point type, in Microsoft Word format, and emailed to the editor or lead articles editor. 2 spaces following a period, should be avoided. The Desktop publisher can correct these, but please try to avoid.

Every article must include a clear, succinct title, followed by the author's name at the top – do not add any of your own formatting. All articles will be formatted according to the magazine layout specifications at the time.

□ Authors must submit a biography with their articles. The author's biography, which should be **no more than 50 words in length** and will generally appear at the front of the article, must include the author's name, current professional position, and the name of all undergraduate and law schools from which the author graduated. Biographies may also include any other credentials or background information the author would like to have considered for publication. **Bios should NOT include direct contact information.** Legal articles should not be considered advertising. Bios should be submitted as a separate Word file named as the last name-first name of the author.

□ Authors must submit a **photograph** of themselves with their articles. The author's photograph must be of a professional, publishable quality. Images should be saved and sent with each article as high-quality .jpg files (300dpi and no smaller than 2" x 3"). The jpg file should be named as the last name-first name of the author.

□ The editors will generally not consider material which is self-promoting in focus. Articles which discuss the author's skills or experience, for example, or profiles about individuals the author is attempting to promote or curry favor with, will not be considered.

□ Articles should **not** include tables or charts (except if prepared as accompanying graphics).

□ Headings appear in bold at the beginning of the first paragraph for a given section and authors should therefore not structure their submissions to include sub-headings of any kind.

□ Neither underlining nor small caps should be used in any article, news, or feature story.

□ **Do not include page numbers.**

- Avoid using bullet points.

### Articles

- Articles should generally be **six to eight pages in length, double-spaced** (including footnotes). Longer articles will be considered.
- Articles should be written in a professional, interesting, and informative manner. They should have a clearly defined introduction, body, and conclusion. Headings should be inserted at appropriate places.
- Authors should submit a suggested title that succinctly summarizes their article and follow the title with the author's proper name as it should be published.
- **Footnotes should be avoided in the first paragraph or two.**
- **\*\*All citations should be limited to a maximum of 30 words and formatted as footnotes, not endnotes.\*\***
- Generally, Rule 23 Opinions are not suitable for citation in Brief articles
- References to the applicable law should be supported by **appropriate citation to authority**. Articles published in the DCBA *Brief* may be republished on Westlaw and are generally intended to provide the magazine's readers with references to appropriate authorities as well as other secondary sources. Articles which do not reference the applicable citation, in footnotes, are therefore not considered.
- Names of cases should appear in italics. Citations to cases and other materials must appear as footnotes. For Illinois cases, both state reporter and regional reporter (N.E.2d) citations should be used, such as *Turnbull v. Porter*, 55 Ill. App. 2d 374, 206 N.E.2d 97 (3<sup>rd</sup> Dist. 1964). For cases from other jurisdictions, only the regional reporter should be cited, with the name of the court inserted before the date, such as *State v. Smith*, 832 P.2d 435 (Ariz. 1989). Cite-checking is the responsibility of the author.
- *Id.*, *supra*, *infra*, and other cross-references should be used sparingly and avoided altogether if possible.
- Authors should make every attempt to limit the number of citations to material from the internet. When necessary, such citations should be to reliable, established websites that are unlikely to change in the foreseeable future.

Articles should be submitted for consideration to:

Editor, Dexter Evans  
Woodruff, Johnson & Evans  
4234 Meridian Pkwy  
Suite 134  
Aurora, IL 60504  
(630) 585-2320  
devans@woodrufflawyers.com