

MAINE BAR JOURNAL

EDITORIAL POLICIES

Editorial Purpose

The primary purpose of the Maine Bar Journal (*Journal*) is to educate and inform our readers on current issues of substantive law and practical concern to Maine lawyers.

Content

The content of the Journal is determined by the Editorial Advisory Committee, in consultation with the Communications Director, who serves as Editor of the *Journal*.

Articles may focus on recent changes in the law, cases and rulings about which members of the Bar need to be informed, ethical considerations, quality of life issues and law practice management. Practical “how to” articles are also encouraged. The *Journal* may publish brief opinion pieces submitted to the Editor with appropriate disclaimers.

Analysis, opinion and criticism of the current state of the law should be clearly identified by appropriate legal authority on all sides of an issue to enable the reader to assess the validity of the author’s opinion. Suggestions for reform should accompany criticism. Criticism should be focused on issues only.

The *Journal* encourages pro/con articles by two or more authors who take opposing views on important law-related issues. The magazine may also publish on occasion reprints from other periodicals at the discretion of the Editor. Articles discussing developments in Maine law are preferred over articles focusing on federal law.

The Review Process

The Editor decides whether to publish an article based on the input from the Editorial Advisory Committee (EAC) and other appropriate reviewers. The EAC is composed of Maine-licensed lawyers who are members of the Maine State Bar Association with varied practice, geographic and publishing backgrounds.

Articles are submitted to the Editor, who distributes them to the EAC for review. The EAC reviews the article for usefulness to readers, breadth of appeal, scholarly analysis, accuracy, tone, timeliness, readability and content parameters as outlined above. Sometimes the EAC and/or the Editor require rewriting or editing as a prerequisite for approval. An EAC member will serve as a liaison to the author.

The Appeal Process

The Editor’s decisions regarding the nonpublication of articles can be appealed to the Board of Governors. Any requests for appeal from Bar Association members, staff and officers should be put in writing and sent to the President of the Association or the Executive Director. The decision of the Board of Governors on matters relating to the Journal and publication of articles shall be final.

Mechanical Requirements

Format

The title, author's name and byline information should appear on the first page. Every page should bear the author's name. Please conform to the following guidelines:

- File type—Microsoft Word or RTF
- Font—12-point Times New Roman
- Text—Double-spaced, left-justified
- Page layout—1-inch margins on 8.5 x 11 inch paper
- Pagination—include page numbers in the upper right corner

Length

Articles should not exceed 2,500 words (or about 10 double-spaced letter size pages), unless the Editor assigns or agrees in advance to a longer length.

Editing

The EAC liaison or the Editor may edit articles for clarity and style.

Endnotes and Citations

Citations should appear in endnote form, not in the body of the manuscript. Authors are expected to use *The Bluebook: A Uniform System of Citation* or *Uniform Maine Citations*.

Main Heading

Compose a title for the article of no more than 10 words. (You may need to sharpen your article's focus if you find you cannot convey its essence in 10 words or fewer.)

Biography & Headshot

Please provide a one-sentence biography of yourself (approximately 25 words), including your email address unless you do not want it published, as well as a photo.

Publication Agreement

All authors are required to sign a publication agreement.

Submitting Your Article

Articles should be carefully proofread, spell-checked and fact-checked prior to submission. Please email your manuscript, biography and photo to the Editor, whose contact information appears below. Provide complete contact information, including email and a telephone number. Fax or mail your publication agreement upon submission of your manuscript. Your submission is not complete until we have a biography, photo and publication agreement.

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