

# VBA Journal

THE OFFICIAL PUBLICATION OF THE VIRGINIA BAR ASSOCIATION

## Guidelines for Authors

The VBA Journal is published three times a year as a service to our members.

### Article Submissions

Member submissions are welcomed.

Submissions generally fit into two categories:

- specific legal topics or issues, or about the actual practice of law, and
- articles and features about VBA programs, projects, events and activities.

Other articles, such as columns, legislative updates or profiles, appear on a seasonal or space-available basis.

### Word Count

Substantive issues: 1,000-1,500 words excluding endnotes

Event articles, features, op-LPMD page: 250 words with art or 475 words without

Updates for The Docket: Just a paragraph. [These are great ways to inform the general membership about your Council, Section and Committee activities.](#)

The VBA Journal reserves the right to edit articles to fit the space and to VBA publications style.

### Query, Submission Process

Subjects should be of general interest to attorneys in diverse practice areas.

Query the editor ([marilynshaw@vba.org](mailto:marilynshaw@vba.org) or 804-644-0041) well in advance of submission. Mention potential visuals at the time of story pitch.

At the same time, authors of legal topic and law practice articles should contact the Section or Division Chair in the appropriate area. **Section member(s) designated by the Section Chair will informally peer review the author's idea and article before it is submitted for publication.**

Articles should be submitted as Word/Open Source documents attached to e-mail to Marilyn Shaw. Please **single space** between sentences.

### When You're Writing

Contributors should emphasize practical points in a concise, journalistic style. Make use of subheads. Avoid the writing style of law reviews or academic journals.

Open with an attention-getting first paragraph, then state the thesis of your article in the second paragraph. Next, present the main text, with facts and details in an orderly way. Tell a story. Entertain and enlighten. Finish with a summary. Please give your article a working title.

### Endnotes

Citations should appear at the end of the article — not at the bottom of each page.

### Publication Agreement

All contributors must fill out, sign and return to the editor a publication agreement the first time they submit an article.

The publication agreement is available as a PDF on the [VBA Journal page](#) on the VBA website.

### Biographical Information, Headshot

The author should include a brief biographical statement, including his/her job title, employer, education (degrees and institutions), special accomplishments or honors, and any significant involvement with The Virginia Bar Association. Please do NOT include this item as a footnote. Include 300 dpi, high-resolution photo of authors.

### Photographs/Illustrations

Send accompanying, publishable photos or illustrations as high-resolution digital files. Provide artist/photographer credits and permissions, if applicable. Identify all people in photos.

Submitted visuals will not be returned unless special arrangements are made ahead of time.

### Proofreading

Authors will receive a page proof of the article. Corrections and changes must be submitted by email or fax within five business days.

### 2017 Journal Deadlines

#### First issue

Query by Dec. 1, 2016

Submit by Feb. 1

Proofs by March 20

To members: May 1

#### Second issue

Query by March 20

Submit by May 1

Proofs by July 5

To members Sept. 1

#### Third issue

Query by July 1

Submit by Sept. 1

Proofs by Oct. 27

To members Jan. 1

For additional information, contact **Marilyn Shaw** at (804) 644-0041 or [marilynshaw@vba.org](mailto:marilynshaw@vba.org). Fax: (804) 644-0052