

Guidelines for Articles Submitted to *Dispute Resolution Magazine*

1. Length: Writers should write as much as they need to make their points, but should also try to keep it under 2,800 words. This allows for about four magazine pages. On the other hand, shorter stories -- 750 words to 1,500 words -- are also welcome, and can be very effective. If you are uncertain about the length your piece should be, do not hesitate to contact the editor-in-chief for more details.

2. Audience: The ABA Section of Dispute Resolution's membership constitutes our primary audience, and includes people from across the ADR spectrum, including judges and scholars. It probably won't surprise you to know, however, that practicing lawyers by far constitute our largest audience. As a general matter, these are lawyers who are representing parties in ADR proceedings, are serving as ADR neutrals themselves, or are just interested in keeping up with the field. We, therefore, strongly encourage you to write your articles in a way that is relevant to these readers, and to write at a level that recognizes that they may be more sophisticated than most about ADR, but still do not share your expertise about your topic. One way to do this is to frequently ask yourself such questions as why practicing lawyers should care about reading your article? How they can use it to improve or develop their practices? Or to inform their perspective on a given issue? Or to show where their perspectives fit into a larger issue or policy debate?

3. Style: We are committed to keeping your articles in your own voice, and anticipate that most editing will be fairly routine for style, grammar, readability, etc. In this regard, we use Associated Press style for text, and The Bluebook for legal citations. Don't worry about sending your submissions in conformance with style. Rather, just be advised that this will be the reason for some, if not most, of the changes we'll make. Also, we do permit endnotes (please avoid footnotes), but ask you to use them judiciously. Ideally, submissions will have fewer than 10 endnotes, which should be used for citation and reference purposes rather than author asides or additional commentary.

4. Submitting your article: Please e-mail Gina Brown at gina.brown@americanbar.org with your article as attached file in MS Word for Windows.

5. Author biography: Be sure to include a short (2-4 sentences), paragraph on your biography.

6. Author photograph: Include a photograph of yourself, preferably in high-quality electronic format. Ideally, the photo will be in black-and-white and in settings other than the standard "mug shot."

7. Graphics or photos for your article. We encourage you to submit or suggest relevant photographs and graphics to accompany your article. You might want to look at photo and clip art sites such as istock.com to get ideas for photos and art. The more specific and detailed the suggestions, the easier it is to have our designer create art that will work well with your article.

8. Accepting submissions: All unsolicited submissions are forwarded to the Dispute Resolution Magazine Editorial board for review. The review process can vary between several weeks to several months, depending on the Magazine Board's current calendar. All submissions are notified once they have been received and forwarded to the board. All submissions are then notified once the Board has made a publication decision. The Board has final say on which articles will be accepted.

9. Editing process for accepted submissions: The editor-in-chief will be the main editor for your article, and will be your primary contact on it throughout the process. He will probably call you with questions, and then e-mail an edited copy of your article. Feel free to talk with the editor about changes at this point, as well as all other issues of substance, style or policy. You must closely review your edited article at this stage. The edited article then goes to a layout designer for page design and production. Once the article goes into production revisions will only be allowed for grammar or layout errors.

10. Deadlines: The author deadlines for future editions are as follows: March. 13 for Summer, June 15 for Fall. Sept. 15 for Winter, Dec 15 for Spring. Please let us know as soon as possible if problems come up, so that we'll have as much time as possible to make appropriate adjustments. Extension may be given, but please keep in mind that it may contribute to the delay in the production of the quarterly magazine.

11. Author copies of the magazine. Each author will receive two copies of the magazine when it comes off press.

Please don't hesitate to contact us if you have any further questions. We look forward to working with you!

Very truly yours,

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