

## **Author Guidelines**

### ***Perspectives: A Magazine for and about Women Lawyers***

*Perspectives: A Magazine for and about Women Lawyers* is the magazine of the ABA Commission on Women in the Profession. *Perspectives* provides a fresh and unique slant on topics covered, one not found in other publications. Our readers (1) practice in various settings, including corporate, firm, academic, government, public service, judicial, and solo; (2) span a variety of demographic groups regarding age, ethnicity, and economic status; and (3) specialize in a multitude of legal areas. This diversity should be reflected in articles, e.g., through examples given and speakers quoted.

We are interested in timely, topical stories on issues that affect women in the legal profession, including pay equity, advancement, discrimination, mentoring, flexible work schedules, sexual harassment, rainmaking, work/life balance, and career satisfaction. In addition, we look for stories on legal issues that affect women, especially where women lawyers and judges have made or are able to make a difference.

In addition to feature articles, two regular columns are “Voices” and “Careers.”

**The Voices column**, about 650 words in length (including a short biographical statement), is written in first person by a woman lawyer. It should inspire, enrage, teach, or otherwise engage readers through the telling of a personal experience that sheds light on some aspect of life as a woman in the law.

**The Careers column**, about 1500 words in length, covers some aspect of a career practicing law as it relates to women; particular areas of legal specialization (e.g. corporate counsel, family law, juvenile justice, human rights, government/judiciary, mediation, etc.); alternative legal careers (application of legal training and license beyond a law firm/judicial setting, e.g., academia, public service, politics, health care, writing/publishing, etc.), or volunteer or corporate service (e.g., pro bono work, professional organizations/associations, corporate boards of directors, community activities, etc.).

*Perspectives* also publishes “Short Takes” about current events about current events, and “News from Other Women’s Associations and Organizations.”

**Short Takes**, only about 150 to 200 words in length, are very brief articles about relevant news and current event issues of interest to women lawyers, such as federal legislative and regulatory news, recent court decisions, reviews of books and law journal articles, results of academic studies and surveys, judicial appointments, etc.

#### **News from Other Women’s Associations and Organizations**

In addition to news items relating to the Commission on Women and its events, books, and reports, *Perspectives* publishes news items from women’s legal associations and organizations across the country, such as state and local bar associations. Unsolicited items of this kind are always welcome.

#### **Style and Editing**

*Perspectives* is not a law journal, nor is it a newspaper. Writers should use a style similar to that found in a magazine that runs short features, such as the *New York Times Magazine*. Write in an active, rather than a passive, voice (e.g., “Congress passed the law” instead of “The law was passed by Congress”);

avoid legal or academic jargon; and use anecdotes and/or humor to make points, if appropriate. Keep in mind that our readers are highly educated, which means your treatment of issues should be comprehensive and sophisticated. The best way to become familiar with *Perspectives* style is to read several issues.

### **Other guidelines include:**

Use short, in-text citations when attribution or documentation is necessary, not footnotes.

Use present tense when quoting a speaker (“she says”), not past tense (“she said”).

Avoid long block quotations when possible.

Avoid one-sentence paragraphs; *Perspectives* is a magazine, not a newspaper.

Readers appreciate learning “how to find out more.” When appropriate, include Web sites, organization names, book titles, etc. in sidebars.

*Perspectives* follows the *Chicago Manual of Style*, 15th edition, and Webster’s 11th edition.

Your article will be edited as needed for style, content, length, and formatting. Volunteer contributors will have the opportunity to review editorial changes prior to publication.

### **Format and Copyright**

Submit your manuscript by e-mail attachment to the *Perspectives* editor at ABA Publishing, Jane Harper-Alport, at harperj2@staff.abanet.org. Authors whose material is selected for publication will be asked to sign and return an ABA standard copyright release form, granting right of first publication to the American Bar Association.

### **Length and Content**

There are different types of articles within each issue of *Perspectives*. The ABA Publishing editor will specify what type of article you are to submit. If you want to pitch an article idea, please contact Jane Harper-Alport at harperj2@staff.abanet.org.

- *Lead articles* should be about 2500 words, including sidebars. The lead article is the longest and most in-depth piece in each issue.
- *Feature articles* should be between 1500 and 1800 words (including any sidebars, lists of resources, etc.). Feature articles offer an in-depth look at a topic of substance.
- *Voices columns* should be around 650 words. Each Voices column is written in first person by a lawyer with a particular area of focus/passion, project, mission, or life’s work that relates to women in the law. The column is more personal than a feature article, and may carry an opinion. “Voices” columnists are asked to submit a photo with the article (portrait headshot preferred; digital photos must be minimum resolution of 300 dpi, minimum size 2 inches x 2 inches).
- *Careers columns* should be around 1,500 words. They should contain practical advice on a fairly narrow career-related topic that will be of interest to women lawyers. “Careers” columns can address a range of age groups, practice settings, and/or practice areas.
- *Short Takes* should be between 150 and 200 words. Each Short Take is a very brief article about a current event of interest to women lawyers, such as legislative or regulatory news, a recent court decision, employment law development, survey or study, etc. Unsolicited Short Takes submissions are welcome and are published as they are approved by the board and in issues where space allows.
- *News from Other Women’s Associations and Organizations* are always welcome. They can be very brief notes (50 to 150 words at most) about upcoming state and local bar events and programs, awards, initiatives, etc. If appropriate, provide contact information for readers to obtain more information.