Memorandum for Authors

January 2017

This memorandum is a guide for authors submitting articles for publication in Probate & Property, the magazine of the Section of Real Property, Trust and Estate Law of the ABA.

1. Editorial Purpose: Probate & Property strives to present material of interest to lawyers practicing in the areas of real property, trusts, and estates. Authors should aim to provide practical information that will aid lawyers in giving their clients accurate, prompt, and efficient service.

2. Manuscript Preparation: Manuscripts should be double-spaced, typed in a font equivalent to 12 pt. Times New Roman, formatted to print on 8 1/2” by 11” paper, and submitted as an e-mail attachment in any commonly used word processing program (such as WordPerfect or Microsoft Word) for a PC. Probate & Property does not use footnotes or endnotes with articles, but cases and other authorities should be cited (see ¶ 4 below). Please submit articles to the appropriate articles editor:

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Before submitting an article, the author may wish to consult the appropriate articles editor. Probate & Property seeks to publish articles ranging from 1,500 to 4,000 words in length (approximately 7 to 18 double-spaced, typed pages). Subject matter will be an important consideration, but articles that are too long for the magazine’s limited space will of necessity be rejected or edited to fit. The best length for an article in the magazine is 2,000 to 3,000 words. Relevant charts, tables, photographs, illustrations, and sample language are desirable and will be included as space permits, at the discretion of the editors.

3. Web Searching: The author should provide at least five keywords and a one-sentence description of the article to enhance electronic searching when the article is uploaded to the magazine’s web page.

4. Style: Articles should present practical information in a clear and readable manner. The style should be as nontechnical as possible, and “legalese” should be avoided. The extensive use of bullet points is discouraged. Articles should be written for the lawyer who is not a specialist in the subject and who is looking for usable information that is not difficult or time-consuming to read. Introductions and conclusions are strongly encouraged. Short paragraphs and sentences are preferred. Short subheads are suggested in longer articles. When an article includes tables, charts, or forms, these should not be included within the body of the article but should be submitted on separate pages. Except when referring to a specific individual, articles should be gender neutral. Generally, they should also be written in the third person. Cases or other relevant authority should be cited in the body of the article. Please use only one cite; parallel cites are not necessary. Use the West Reporter cites. For Tax Court decisions, cite to T.C. or B.T.A., if therein, otherwise cite to T.C.M. (CCH), T.C.M. (P-H), T.C.M. (RIA), or B.T.A.M. (P-H).

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13. Editing of Title and Text: Probate & Property reserves the right to change the title of any article accepted for publication and to edit the text of the article. Proofs of the edited article—but not the edited manuscript—will be sent to the author for comment.

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