

## Memorandum

TO: Committee Chairs and Report Authors

FROM: Editors of *The Business Lawyer*

DATE: February 5, 2016

RE: Preparation of Reports for Publication in *The Business Lawyer*

It has been the policy of *The Business Lawyer* (*TBL*) to publish reports of Section Committees, task forces, working groups and other bar associations without extensive editorial review, in order to facilitate the speedy publication of such reports, which are often of a time-sensitive nature. We reserve space in *TBL* for timely reports and are always prepared to publish them on an expedited basis. While the prompt publication of such reports is desirable, it cannot be undertaken at the expense of the high quality of the scholarship that is the hallmark of *TBL*. In order to insure the quality of all the reports published in the *TBL*, the Editorial Board has adopted the following guidelines for submission, review, and publication of reports. We do not anticipate that adherence to the guidelines will slow down the publication process at all.

1. **Reports will be submitted to a peer reviewer for review (unless otherwise indicated by the Editor-in-Chief or Associate Editor-in-Chief).** The peer reviewer will not be expected to do as thorough a peer review as what we expect for an article, but we will ask the peer reviewer to spot issues and make comments and suggestions to authors of changes (if any) to make the report substantively sound. We ask the peer reviewer to complete his or her review in no more than 2 weeks from the date of receiving the report. The report is also reviewed by the Editor-in-Chief and Associate Editor-in-Chief.

2. **Reports must have proper citations and will be cite-checked by the Associate Editor-in-Chief.** Report authors are expected to submit the report in the best possible shape before it is sent to the Associate Editor-in-Chief for cite checking. Citations should follow *The Bluebook, A Uniform System of Citation* (20<sup>th</sup> ed.). The cite checker's job is to verify citations for accuracy in substance, request additional citation when needed, and conform the report to the style conventions used by *TBL*. If the source of the information cannot be verified, the report cannot be published unless revised to conform to the verification requirement. The Associate Editor-in-Chief will not fill in missing citations but will send the report back to the authors to complete the citation process, which lengthens the production process considerably. Report authors should consult the Author Guidelines for *TBL* at [http://www.americanbar.org/content/dam/aba/publications/business\\_lawyer/author\\_guidelines.authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/publications/business_lawyer/author_guidelines.authcheckdam.pdf) for additional information on citation form.

3. **Reports should be written with the whole *TBL* readership in mind.** *TBL* is mailed to approximately 40,000 people and read by many more. Reports are written by experts in the subject matter of the report, and it is sometimes easy to forget that people who are not so expert will also want to understand what they are reading. We are not asking report authors to “dumb down” the substance, but merely to remember that short-hand references and inadequate citations can make a report less likely to appeal to our whole readership.

Please contact the Editor-in-Chief if you have any questions about these guidelines.