

***GPSolo* Magazine Author Guidelines**

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GPSolo magazine is published six times a year by the ABA Solo, Small Firm and General Practice Division and is distributed to Division members and subscribers.

The format and content of *GPSolo* has been designed to appeal to a diverse readership. As *GPSolo* magazine is not a law journal, articles are generally written in an informal and conversational style. Submitted works are edited as needed for style, content, and length, and some articles are sent to the magazine's editorial board for review. Authors are expected to sign a Publication Agreement granting the ABA the right of first publication.

Below are the *GPSolo* guidelines for all feature articles, including featured technology articles.

FEATURE ARTICLES

A successful feature article is one that provides practical, hands-on solutions to a problem or problems most solos, small firm lawyers, or general practitioners face. Practical information is valued over theoretical ideas. Feature articles cover a broad range of substantive areas as well as issues related to practice management, professional responsibility, quality of life, and technology. Technology articles are geared both to lawyers who are just entering the world of technology as well as those who are already familiar with what technology can do for them but want to learn more.

Style. *GPSolo* is not a law journal, so articles shouldn't be written in an abstract, legalistic way. Express your ideas informally and conversationally.

- If at all possible, avoid legal citations.
- Steer clear of trite metaphors and clichés.
- Favor short words over long ones.
- Write in an active, rather than a passive, voice (e.g., "Congress passed the law" instead of "The law was passed by Congress").
- Don't use legal jargon if there is a clear conversational equivalent.
- If it seems appropriate, use anecdotes and/or humor to make your points.
- Please remember that the language should be gender neutral.

Format. Generally, feature articles should be 2,000 to 2,300 words, inclusive of author biography; this is equivalent to roughly seven to eight double-spaced pages. Either the editorial board's issue editor or the ABA staff managing editor will tell you if your article is an exception. Please submit your article as an MS Word file or an RTF file, via an e-mail attachment.

Biography. Each article is accompanied by an author biography. Your bio should be about 65 words long (or 450 characters, counting spaces) and should include your preferred e-mail address, if you want one listed.

Author photo. Each article is also accompanied by an author photograph. A photo taken for your place of business would be ideal. Unfortunately, we cannot accept photos downloaded from the web or photos embedded in MS Word files. Photos from these sources do not reproduce well. Please send it via e-mail in the following format:

- File format: TIFF or JPEG
- Image Resolution: The file should be at least 100 KB in size
- Color

Editing. Your article will be edited as needed for style, content, and length. When you submit your article, it will be sent to the magazine's editorial board for review. The magazine editors, including the staff editor, will incorporate the board members' queries and suggestions during the editing process. When they are finished with your manuscript, you will have an opportunity to review it for errors. Please note that because of deadline pressures, you will not see the typeset pages until the article is published.

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ABA SOLO, SMALL FIRM AND GENERAL PRACTICE DIVISION EDITORIAL POLICY FOR AUTHORS

By submitting a work for publication, all authors acknowledge they have reviewed the ABA Business Conduct Standards (BCS)

(<https://www.americanbar.org/content/dam/aba/administrative/aba-business-conduct-standards.pdf>) and agree to comply with all applicable provisions.

Authors must agree not to submit any content that infringes upon or violates the copyrights, trademarks, or other intellectual property rights of any person or organization.

The Solo, Small Firm and General Practice Division will not publish any content or material that is defamatory or violates the law.

The Solo, Small Firm and General Practice Division reserves the right to reject any submission and to retract or reject any publication at any point in the publication process if there are any concerns with its content, including any content that is inconsistent with the ABA's goals and policies. The Solo, Small Firm and General Practice Division does not guarantee publication of any submission.

Authors have an obligation to correct mistakes if they discover a significant error or inaccuracy in their publication. Upon discovering such an error, the author must contact the Solo, Small Firm and General Practice Division and identify the error. A decision on how to correct the publication will be made by the Solo, Small Firm and General Practice Division depending on the nature of the error.

If the submission has been previously published or is scheduled to be published elsewhere, the Author must communicate that fact to the Solo, Small Firm and General Practice Division.

The Solo, Small Firm and General Practice Division grants its authors a wide latitude of expression and encourages thoughtful presentation of a wide variety of viewpoints but reserves the right to edit and, if necessary, revise any submission before publication to conform to the ABA's editorial requirements and procedures, including ABA standards of style, editing, and format, and the Solo, Small Firm and General Practice Division's policies and procedures.