INFORMATION FOR AUTHORS

Instructions for Authors from the Board of Editors

Audience: Natural Resources & Environment (NR&E) is the quarterly magazine published by the Section of Environment, Energy, and Resources of the American Bar Association (SEER). It is distributed to all Section members (approximately 9,500) as a membership benefit and to over 100 law libraries across the country. Content is also available electronically on Lexis and Westlaw and to SEER members on the Section’s website at https://www.americanbar.org/groups/environment_energy_resources/publications/natural_resources_environment/.

Topics for Feature Articles: Each issue of NR&E is organized around a theme. The NR&E Editorial Board meets annually during the Fall Conference to select the themes for the next four issues of NR&E, and we welcome your input for potential issue themes as well as topics for potential articles for each theme. Ultimately, four themes are chosen to appeal to the Section’s diverse membership, comprising lawyers practicing in all areas of natural resources, energy, and environmental law. Calls for Article Proposals are distributed via email for each issue during the course of the ABA year. Proposals for feature articles should relate to the specific issue theme. Our publication is primarily focused on the practical problems encountered by practitioners and how those problems can be resolved; however, policy articles are also welcome.

Format and Style: Because NR&E is a magazine, we are seeking an informal journalistic style, rather than the outline form so widely favored by lawyers and judges. The format for the magazine’s feature articles will accommodate a limited number of subheadings per article (3 to 4 are recommended), so please limit subheadings to the most important article subdivisions and provide transitional sentences or paragraphs elsewhere. Please do not include an “Introduction” subheading, and do not number the subheadings or use “bullets” in the text. If you include a final subheading, it should contain descriptive text rather than the term “Conclusion.” We discourage the overuse of acronyms and abbreviations, but when included, please spell out the term on first use.

In writing, please use an informal, readable style that is concrete and concise rather than abstract or legalistic. Express ideas with clarity and avoid using passive voice where possible.

When writing for NR&E, keep in mind these simple principles developed in George Orwell’s “Politics and the English Language”:

1. Never use a metaphor, simile, or other figure of speech that you are used to seeing in print.
2. Never use a long word if a short one will do.
3. If a word can be deleted, delete it.
4. Never use the passive voice if you can use the active.
5. Never use a foreign phrase, legalese, a scientific or jargon word if you can use a simple English equivalent instead.
6. Break these rules when necessary.
Orwell’s essay on using the English language can be found in *A Collection of Essays by George Orwell*, a Doubleday Anchor paperback. Another invaluable tool about the craftsmanship of writing is Strunk and White’s *The Elements of Style* (Macmillan). The following passage taken from that work exemplifies the kind of writing that we expect:

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. That requires not that the writer make all his sentences short, or that he avoid all detail and treat his subject only in outline, but that every word tell.

**Deadlines:** Your assigned editor will give you deadlines for a first-draft and a final draft. You must meet these deadlines or contact your article editor to work out alternative arrangements. After receiving your first draft, your editor will send you suggested edits for your consideration and will work with you on developing a final draft. The Issue Editor and *NR&E* Executive Editor may also propose additional edits to your final draft. Your editor or the Issue Editor will send to you any additional substantive edits for your consideration. Please make every effort to meet your submission deadlines and respond promptly regarding any suggested edits. Articles that are submitted late, regardless of quality or content, might not be published due to editing constraints.

**Article Titles:** A good article title is short and to the point. It immediately imparts the subject matter in a clear and concise manner. Maximum length should be two published lines (about 10 short words or 70 characters or less preferred, including spaces; maximum 100 characters, including spaces). If you choose to incorporate a subtitle, separate it from your main title with a colon (:). Consult back issues of *NR&E* for examples.

**Citations:** Although citations should be provided for key quotes and primary sources of authority, please avoid using unnecessary quotations, citations, or other embellishments. *NR&E* is a magazine, not a law journal. Citations to authority may be made in the body of text but should be minimized. Neither footnotes nor string citations are allowed. Citation style should conform to guidelines for citations in text as set forth in *The Bluebook: A Uniform System of Citation*, Twentieth Edition (2015), published by the Harvard Law Review Association. Note that *Bluebook* style for citations in text differs from the citation style for law review footnotes; consult *The Bluebook’s* Quick Reference Guide inside the back cover for the style of citations in article text. Where underlines are specified in *The Bluebook*, text should instead be italicized.

**Hyperlinks and URLs:** *NR&E* discourages inclusion of URLs in its citations, and differs from *The Bluebook* in how online sources should be referenced: Internet citations should be limited to only those documents published on the Web that cannot readily be located elsewhere. In addition, if the material can be easily identified by title/description and can be accessed online by typing the information into a search engine, *NR&E* will typically not include the full URL unless requested by the author or editor, and approved by the Managing Editor. The URL may, however, be included if the material is only available online and is difficult to locate without the URL. Manuscripts should not contain any embedded hyperlinks, and the electronic version of *NR&E* generally does not contain hyperlinks.
Charts and Graphs: NR&E does not generally publish charts or graphs or other graphics. If, however, the information that you are providing is highly technical and would be more easily understood in a graphic, you may submit such a graphic for review by your editor in a standalone document. The preferred format for charts and graphs is one created as a vector-based image, such as an Illustrator EPS file. Otherwise, provide a high-resolution image file at 300 dpi, such as a TIFF or JPEG file. For relatively simple illustrations (e.g., bar, pie, or line graphs) please provide the graph data. No PowerPoint files, GIFs, or anything copied from a website can be accepted. If websites provide free images for download specifically for print reproduction, provide the URL. Note that proper permission is required for reproduction of images obtained from third parties or online; it is the author’s responsibility to secure permission from the owner of the image. For questions, please contact your article editor or Amanda Fry, NR&E’s Graphic Designer, at 312-988-6103 or via email at amanda.fry@americanbar.org.

Word Limit: The editor assigned to your article will give you the word limit assigned to your article. You may not exceed this word limit without the permission of your editor, and may be asked to make edits to reduce the word count as needed. For reference, the word limit assigned to NR&E articles is typically between 3,500 and 4,500 words.

Writing and Editing: Upon agreeing to contribute an article to NR&E, you will be working with one editor to develop your article. Generally, the editor will work with you to make the piece as focused and comprehensive as space limitations allow. To accomplish this, multiple revisions may be necessary. The NR&E Managing Editor will also copyedit your article to be consistent with NR&E style and format and the Chicago Manual of Style.

The editors of NR&E reserve the right to edit submitted manuscripts as necessary, including for clarity, conciseness, style, and length. You, however, are solely responsible for the accuracy and completeness of the contents. NR&E accepts reader comments, and it is our experience that readers closely scrutinize content and referenced citations.

Because deadline pressures make it impossible to submit galley proofs for your review, major editorial revisions affecting the substance of an article will be cleared with you before the manuscript is submitted for production. Prior to publication, if major changes in legislation, regulation, or judicial interpretation occur, you will be allowed to update the article if time permits, and you are encouraged to contact your editor for this purpose. Publication schedules are determined by the magazine’s Managing Editor.

The editors of NR&E also reserve the right to refuse to publish any manuscript. Your submission of a manuscript does not constitute official acceptance for publication. The Issue Editor is responsible for final acceptance after the entire issue has been assembled, and the Executive Editor reserves the right to reject a manuscript up to final publication.

A manuscript may not be accepted for publication for several reasons. An article may overlap the contents of other articles or cover ground reserved for a future issue; the style may not work within the magazine’s established format; or editors may determine that the content of the article provides an unhelpful or incomplete view of a subject. A manuscript that is submitted beyond our publication deadline that needs additional editing may also be rejected due to deadline
constraints. Wherever possible, we will work with authors to rectify such problems, and you are encouraged to keep in early contact with your editor and meet each deadline to make sure that your article is on track for publication.

**NR&E’s Author Checklist & Information Form.** Your article editor will provide you with a copy of this form, which should be completed and submitted with your final draft. This form requests information such as the author biographical statement, pull quotes, article caption, key words, and tweets discussed below. Please use this form to provide all the requested information.

**Author Biographical Statement:** Provide a short author’s biographical statement of one or two sentences at the beginning of the manuscript, which will accompany the article when published. An author’s biographical statement is generally limited to name, title, organization, location, and email address. Exceptions are made for the following:

- If past government experience is relevant to the subject of your article, you may mention your prior affiliation.
- If you were directly involved in the subject of the article, please indicate that role (e.g., counsel for a party).
- If you are a professor, include your title and school.
- Government authors may include an employer disclaimer in their author biographical statement.

Please note that on the table of contents page of each issue, NR&E includes a general disclaimer that is applicable to all articles, indicating that the views expressed in the magazine are those of the authors and do not necessarily represent the policies of the American Bar Association; the Section of Environment, Energy, and Resources; or the employers of the authors.

**Pull Quotes:** Provide at least 4 short sentences (around 30 words each) throughout the article (approximately one per 4 typed pages, but not within your first 3 typed pages) that may be used as “call-outs” or “pull quotes.” These are the sentences that appear in boxes every other printed page and are used to draw the reader’s attention to key points. Pull quotes need not be a verbatim copy of the text being quoted. If any of the sentences you suggest as a pull quote is significantly over the limit of around 30 words, please suggest an abbreviated version to be used as a pull quote on NR&E’s Author Checklist & Information form. Pull quotes may be abbreviated for space or paraphrased for clarity by NR&E’s Managing Editor. Due to publishing constraints, you will not be given an opportunity to review any pull quotes that may be abbreviated or paraphrased by NR&E’s Managing Editor.

**Article Caption, Keywords, and Tweets:** Include a very brief caption about your article (a complete sentence of 20–25 words) that can be used (edited, as needed) as descriptive information for the online version of your article. Also, please provide key words for online searching and two or more suggested tweets (140 characters or fewer, including any hashtags).

**Copyright:** When submitting an article to NR&E, you grant to the American Bar Association (ABA) an irrevocable option to acquire certain property rights in your article. Specifically, you
grant the ABA the right of first publication and the right to a nonexclusive copyright of the work
in accordance with the standard ABA copyright agreement. Signed copyright forms for each
author and coauthor in an issue must be in the ABA files prior to publication of the issue. The
ABA will not publish an article without a signed agreement.

**Reprints:** Because of the costs and production problems involved, you will not be provided with
reprints of your article. However, you will be mailed four copies of the *NR&E* issue in which
your article appears, and every effort will be made to meet reasonable requests for additional
copies. If additional copies are needed, contact *NR&E*’s Managing Editor, who can arrange for
bulk-rate pricing. You also may obtain a PDF copy of the article from the *NR&E* Managing
Editor and reprint permission to reproduce the ABA-prepared version of your published article
that contains an ABA copyright statement at the bottom of each page.

**Primary Contacts:** If you have further questions, please contact Andrea L. Rimer, *NR&E*
Executive Editor, at andrea.rimer@troutman.com, 404-885-3265, or Lori Lyons, *NR&E*
Managing Editor, lori.lyons@americanbar.org, 312-988-5662.