INFORMATION FOR AUTHORS

Instructions for Authors from the Board of Editors

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. The format and content were chosen to appeal to the Section’s diverse membership, comprising lawyers practicing in all areas of natural resources, energy, and environmental law, such as hazardous waste, oil and gas, hard minerals, land use, forestry, agriculture, marine resources, wildlife, and water. The thrust of the editorial content is on the practical problems encountered by practitioners and how those problems can be resolved; however, policy articles also are published. In describing and suggesting solutions to natural resources problems, you are encouraged to rely as much on personal and practical experience as on the pronouncements of appellate courts and regulatory agencies.

Type, Form, and Style of Article

Upon agreeing to contribute an article to NR&E, you will be working with one editor to develop the precise topic. Generally, the editor will work with you to make the piece as focused and comprehensive as space limitations allow. To accomplish this, several revisions may be necessary. Remember that articles should emphasize the practical rather than the theoretical or the esoteric. It is also important that the article provide a thorough analysis of the topic. For example, it would not be helpful to the readers, or provide an accurate review of a subject, to ignore readily available studies, cases, or agency decisions that conflict with the point of view of the author.

Do not use unnecessary quotations, citations, and other embellishments. NR&E is a magazine, not a law journal. Footnotes are prohibited. Citations to authority may be made in the body of text but should be minimized. String citations are not allowed. Internet citations should be limited to those documents that are available only on the Web and to the shortest citation possible that still links to the material. To support a theme, the two most prominent citations should suffice without further listing. Obviously, however, you must cite the source of all quotations. Citation style should conform to guidelines for citations in text (not footnotes) as set forth in The Bluebook: A Uniform System of Citation, Twentieth Edition (2015), published by the Harvard Law Review Association.

We will not accept the outline form so widely favored by lawyers and judges. Because NR&E is a magazine, we are seeking an informal journalistic style that is best implemented without subheadings. Subheadings are required for each feature article (preferable at least 4). However, limit subheads to the most important article subdivisions and provide transitional sentences or paragraphs elsewhere. The editors will delete (or add) subheadings as appropriate and reserve the right to change headings as dictated by editorial and aesthetic standards. Do not include an “Introduction” subhead, and do not use “bullets” in the text. The final subhead should contain descriptive text; do not use “Conclusion.”

Manuscripts should be submitted electronically and be double-spaced. An electronic copy of the manuscript should also be submitted with each revision. For detailed instructions, see the below guidelines on manuscript preparation.
**Deadlines**
You will be given a first-draft deadline by your article editor. You must meet this first deadline or contact your article editor to work out alternative arrangements. Articles that are submitted late, regardless of quality or content, may not be published due to editing constraints.

**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. The preferred format for charts and graphs is one created as a vector-based image, such as an Illustrator EPS file. (This does not mean an image imported into Illustrator and then simply saved as an EPS.) 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. All other illustrations should be high-resolution 300 dpi image files such as TIFFs, JPEGs, or EPSs. Do not embed graphics in a Word document. No PowerPoint files, GIFs, or anything copied from a website, which will be low resolution. 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, such as from a website; it is the author’s responsibility to secure permission from the owner of the image. These guidelines will help ensure the most professional-looking, and least problematic, image reproduction. For questions not answered above, please contact Amanda Fry at 312-988-6103 or via email at amanda.fry@americanbar.org.

**Length of Article**
The precise length of an article will be worked out with the editor assigned to your article. Your article editor will send you an NR&E Author Confirmation notice that will provide your assigned word count. The following guides establish the minimum, average, and maximum lengths for most articles.

Minimum length 3,500 words (about 10 double-spaced pages)

Average (optimum) length 4,000 words (about 11–12 double-spaced pages)

Maximum length 4,500 words (about 13 double-spaced pages)

Note that these estimates are based on 25 lines of double-spaced type with standard one-inch margins at left and right. In general, with these margins and depending on type font, about 3 pages of typed manuscript equal about 1 page of typeset magazine copy.
Writing and Editing

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 will access your citations. Therefore, keep copies of references, including Internet materials, which may be hard to access in a web-based format.

Create a title for your article that is no more than 100 characters, including spaces (70 or less is preferred). If you choose to incorporate a subtitle, separate it from your main title with a colon (:), not an em-dash (—).

Please indicate the portions or paragraphs of your article that may be dropped if deletions for space become necessary. Include subheadings within your article (preferably at least 4) to help readers determine the structure of your text and to navigate to specific information in your article. Also indicate at least 4 short sentences (no more than 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.

Along with your manuscript and pull quotes, include a very brief caption about your article (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). Your article editor will send you NR&E’s Author Checklist and Information form. Use this form to provide your pull quotes, article caption, key words, tweets, and other requested information.

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. Unfortunately, not all manuscripts submitted, including those solicited by editors, can always be published. We feel particularly responsible for solicited articles, but we cannot guarantee that a manuscript will be published. History shows, however, that we ultimately publish more than 90 percent of the articles we solicit.

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, but sometimes deadlines may mean that a manuscript cannot be modified in time for publication. Therefore, 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.

In writing, use an informal, readable style that is concrete and concise rather than abstract
or legalistic. Express ideas with clarity and describe actions with strength. For example, offer your opinion by stating “I think,” rather than “it is believed that . . .”

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.

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