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, so please limit subheads 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
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. 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. 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.

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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.

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**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.

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- If you are a professor, include your title and school.
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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.

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