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
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. 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. 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 and “In-Text Citation Guidance” on p. 10 of this document.

**Hyperlinks:** Manuscripts should not contain any embedded hyperlinks, and the electronic version of NR&E generally does not contain hyperlinks. For source material that is only available online, the URL provided by the author will be included in the article text in print and online. For source material that is 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 URL. See “In-Text Citation Guidance” on p. 10 of this document.

**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 4,000 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 first 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).

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ABA will not publish an article without a signed agreement.

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**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.
AUTHOR CHECKLIST AND INFORMATION

[THIS FORM IS TO BE RETURNED WITH YOUR FIRST DRAFT]

PLEASE PROVIDE THE FOLLOWING INFORMATION (see attached sample for more information):

Article Title: (70 characters or less preferred, including spaces; maximum 100 characters, including spaces)

Your Contact Information (name, ground mailing address, email, phone):

Your Bio-Line Information (limited to name, title, organization, city, email—see Information for Authors document for details):

Word count:
You have been assigned _____ words. Please provide the total word count of your article, as written, here: _____.

Article Caption (a complete sentence of 20–25 words)

Key Words:

Suggested Pull Quotes: (Please provide at least 4 possibilities. Pull quotes should be around 30 words.)

Suggested Tweets: (140 characters or fewer, including any hashtags. Please provide 2 or more possibilities.)

SAMPLE

AUTHOR CHECKLIST AND INFORMATION

PLEASE PROVIDE THE FOLLOWING INFORMATION:
Article Title: [70 CHARACTERS OR LESS PREFERRED, INCLUDING SPACES]


Your Contact Information: [YOUR GROUND MAILING ADDRESS, TELEPHONE NUMBER, AND EMAIL ADDRESS, FOR THE EDITOR’S REFERENCE]

Your Bio-Line Information (limited to name, title, organization, city, email):

Example: Ms. Smith, is a shareholder in the Environmental Litigation Section of Klinkerdagge

Example: Mr. Bilodeau is senior counsel with the Massachusetts Department of Environmental Protection. He may be reached at mark.bilodeau@state.ma.us.

Word count: [YOUR ASSIGNED WORD COUNT; AND THE ACTUAL WORD COUNT OF YOUR DRAFT ARTICLE]

You have been assigned 4,000 words. Please provide the total word count of your article, as written, here: 4,056.

Article Caption: [A SENTENCE OF NO MORE THAN 20–25 WORDS SUMMARIZING THE ARTICLE’S THEME]

E.g. “Targeted reforms of the farm bill, if adopted and strengthened, can ensure a more ecologically sustainable, nutritious, and transparent domestic farming and food system.”

Key Words: [A LIST OF KEY WORDS FROM YOUR ARTICLE, FOR USE AS SEARCH TERMS]

E.g. “Agriculture, farming, Congress, reform, farm bill, food, subsidies”

Suggested Pull Quotes: (Around 30 words.) [A SENTENCE THAT CAPTURES AN INTERESTING IDEA FROM THE ARTICLE. PLEASE PROVIDE AT LEAST 4 POSSIBILITIES]:

E.g. “One last crucial piece of the organic puzzle is increasing funding for research. OREI, which funds research and extension related to organic production and marketing, has produced invaluable information.”

E.g. “Before the new planting flexibility rules could be enacted, several restrictive limits were incorporated in the 1990 farm bill to prohibit commodity-eligible farms from growing fruits or vegetables on base acres.”

Suggested Tweet: (Please provide 2 or more possibilities.) [A STATEMENT OF 140 CHARACTERS OR FEWER, INCLUDING ANY HASHTAGS, FOR USE ON OUR @NREMAG TWITTER FEED]:


Some tips for writing a tweet:

Use no more than one or two hashtags in a tweet.

Be concise and pithy.

Invite audience participation and/or direct readers to substantive content.

E.g., “Why should Congress reform the farm bill? Let us know, and read our ideas here [LINK TO ARTICLE].”

E.g., “Retweet this and help get the word out to Congress about farm-bill reform. [LINK TO ARTICLE].”

E.g., “Farm Bill Reform, why do we need it? See more @NREMag and [LINK TO ARTICLE].”

Be humorous and be human (i.e., approachable) to garner reader interest:

E.g., “Are politics nutritious? Maybe, when it comes to reforming the Farm Bill. [LINK TO ARTICLE].”

E.g., “Eating is fundamental. Put this [LINK TO ARTICLE] on your plate.”
NR&E Summary of Key Manuscript Preparation Requirements

1. Place the article title, names(s) of author(s), and biographical information at the top of the first page. Order the coauthors’ names as they are to appear in the magazine article. Remember the article title should be short and descriptive and should be no more than 100 characters, including spaces (70 preferred).

2. Biographies must be short. Include only the name of your employer or firm, position held, location, and email address. If past government experience is relevant to the subject of your article, you may mention your prior affiliation. If you have a role 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. NOTE ON DISCLAIMERS: Government authors only may include an employer disclaimer. A general disclaimer for all articles already appears on the table of contents page (the views are of the authors and not those of the ABA; the Section of Environment, Energy, and Resources; or the employers of the authors), so nongovernment authors will not need to include a separate disclaimer.

3. Submit manuscript via email in Microsoft Word.

4. Note that you are solely responsible for the content and accuracy of your article. NR&E accepts comments from readers, and we find that readers access your citations and review your content carefully. If you have missed key points on either side of the discussion, for example, it is likely that a reader will note that omission. It is also likely that readers will notice incomplete or inaccurate citations. Keep copies of documents cited in your article for responding to reader comments, including Internet text, as web content can change or disappear.

5. Double-space your manuscript. Unless you have received special instructions, the length of your manuscript should be about 12–14 pages and should not exceed 4,000 words.

6. Remember that footnotes are prohibited. Keep citations to a minimum and incorporate them into the text, following Bluebook style for citations in text (as opposed to citations in footnotes). String cites are not allowed. Provide a citation for every quotation. Limit Internet citations to those documents that only appear online and keep the citations as short as possible. See “In-Text Citation Guidance” below.

7. Minimize subheadings. NR&E format allows for first-level subheadings, preferably three to five per article. Use headings to divide only the most significant article subdivisions. Do not use headings like “Introduction” or “Conclusion.” Do not use second-level subheadings.

8. Do not use an outline style. NR&E prefers journalistic, less formal writing with transitional sentences in place of roman numerals, letters, and numbers.

9. Before submitting your article, identify 3–5 short sentences throughout the article (approximately one per 4 typed pages) that may be used as “pull quotes.” These are the sentences that appear in boxes on every other printed page and are used to draw the reader’s attention to key points. Do not suggest pull quotes from your first 900–1,000 words of text (estimated); no pull quotes will appear on the first page of your published article.

10. Charts and graphs are discouraged. If you believe a graphic is absolutely necessary, you must provide the original data so the graphic can be recreated. Or, if providing a preformatted chart or graph, the file must conform to the specifications outlined on page 2 of this document.

11. Remember to return your signed copyright agreement to the managing editor prior to publication. The article will not be published without a signed copyright agreement on file prior to publication.
In-Text Citation Guidance

NR&E does not use footnotes or endnotes, only in-text or “internal” citations.

In-text citations should follow The Bluebook: A Uniform System of Citation (20th edition) format for court documents and memoranda (overview can be found on the two inside back cover Quick Reference pages). Please note: Do not follow the inside front cover Quick Reference pages, which refer to law review style footnotes and endnotes.

Common Citations

Cases (italicize case names)

Letters (no italics or quotation marks needed)
Letter from [person/organization] to [person/organization name] (day, month, year) (on file with______).

Interviews (no italics or quotation marks needed)
Interview with [person/organization], [person/organization name who conducted interview] (day, month, year).

Books (rule 15) (no small caps in in-text citations)
Deborah L. Rhode, Justice and Gender 56 (1989).

works in a Collection (rule 15.5)

Periodicals (no small caps in in-text citations)
consecutively paginated journals (rule 16.3)

nonconsecutively paginated journals (rule 16.4)

newspapers (rule 16.5)

(see Internet citations on next page)
Internet Citations

- NR&E diverges from Bluebook regarding internet citations and will not include URLs to Internet sources that can be found in a Google search.
- Limit necessary URLs to fewer than 25 characters whenever possible, and do not include the http://www. or https://www. portion of a URL.
- If URLs are awkward or distracting, direct readers using words:
  - For example, this URL s2.q4cdn.com/056532643/files/doc_financials/2020/q3/Earnings-Release-Q3-FY20.pdf could be presented as:

Direct Internet citations (use when there is no known print source)
- Do not use “available at” or “last visited” date;
- If no publication date is stated on webpage, use year when site was visited;
- If author is unknown, use material name and source (e.g., Investor Relations, Starbucks, starbucks.com/investors (2019).