WRITERS GUIDELINES FOR PASS IT ON

SUBMISSIONS
Feature articles vary in length between 1,000-2,000 words. There is no minimum for short blurbs. Please submit via email to Katherine Mikkelson at katherine.mikkelson@americanbar.org.

When submitting an article, authors represent that they have included no material that is in violation of the rights of any other person or entity. Authors must sign a copyright release to the ABA if a manuscript is accepted for publication. Article authors will be sent several complimentary copies of the newsletter.

Articles stand a better chance of publication if they are national in scope (rather than state or office specific) and if they contain quotes and information from various public law office sources in a variety of jurisdictions. (i.e. quotes from assistant AGs, city attorneys, JAGs, legal aid lawyers, public defenders, DAs, etc.) The Division can assist authors in locating sources. Endnotes are preferred over footnotes and please use them sparingly. The tone is conversational. Please use gender-neutral language and active voice.

Authors may supply a title, but note that the final title will be determined by the editors. Also authors should provide one or two sentences of biographical information.

SUBJECTS FOR FEATURES
Feature articles should pertain to all public lawyers, regardless of practice area. The following list offers some examples of the types of topics covered.

- Career development
- Pro bono for public lawyers
- Ethics for public lawyers
- Hiring outside counsel vs. staff
- Public Relations in a public law office
- Open meeting laws
- FOIA
- Revolving door issues
- Career development for public lawyers
- Transition to private practice from public practice
- Sabbaticals from public service
- Politically appointed bosses
- Function of offices/departments/agencies
- Time management for public lawyers
- Advantages of public law offices for skill building and experience
- Public law offices that do non-legal volunteer work
- Use of technology in the public law office
DEADLINES
Fall issue - August 15
Winter issue - November 8
Spring issue - February 13
Summer issue - May 6

Note: The decision to publish a piece rests with our editorial staff and is based upon space restrictions and the needs of our members.

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