

# Writer Guidelines

**Law Practice** magazine is published bimonthly by the ABA Law Practice Management Section. It is a leading source of practical information aimed at helping lawyers master the business of practicing law, delivering insight and advice on marketing, management, technology, finance and more. We profile leaders and innovators in the practice management and technology arenas. Articles offer practical information readers can use to improve their practices, their careers and their lives.

## General Guidelines

### AUDIENCE

Articles should be addressed primarily to the needs of practicing lawyers, law firm leadership and legal executives.

### ARTICLE LENGTH

Subject matter will be important in determining length. Articles can vary in length from 500 to 2,500 words.

### FOCUS

We find the best articles have a narrow and clear focus. An article on the history of social networking is too broad, while an article on techniques lawyers can use to improve their online profile may work. An article on the generalities of solo practice is too broad, while one offering client relations tips for solos may fit the bill.

### STYLE

Writing style should be light and enjoyable. Technical topics should be tailored to general readership. How-to articles and checklists are encouraged. Citations should be incorporated into text, not placed in footnotes or endnotes.

### SIDEBARS AND RESOURCE BOXES

We encourage short sidebars, with checklists, tips and resources, to accompany features. Please include references to relevant books, sites, vendor or product information and other research sources for "action boxes."

### PAYMENT FOR ARTICLES

*Law Practice* generally does not pay authors for articles.

### COMPLIMENTARY COPIES

Authors will receive three or more complimentary copies of the issue in which their article appears.

### COPYRIGHT AND AUTHOR'S AGREEMENT

Authors will be required to sign an American Bar Association publication agreement granting exclusive first publication rights to the ABA.

### EDITORIAL DECISIONS

Articles are judged by the relevance of the topic, the value of the content and the quality of writing. The Editorial Board strives to present a variety of topics to readers, and so articles may be rejected because of overlap with other articles already accepted. Articles that promote a particular vendor's product or service are discouraged. The Editorial Board cannot provide authors with the reasons for decisions made by Board members.

### SUBMITTING BYLINED ARTICLES:

#### HOW WE REVIEW MANUSCRIPTS

*Law Practice* accepts unsolicited manuscripts, or bylined articles, for review. Please refer to the Editorial Calendar for guidance on the editorial themes of upcoming issues. Send articles and queries to the editors at [LawPracticeMagazine@gmail.com](mailto:LawPracticeMagazine@gmail.com).

The Editorial Board and the Editors review articles throughout the year (typically every six weeks). Once an article has been reviewed, the author will be notified of the article's acceptance or rejection, or whether revisions may be



needed. Authors will subsequently be notified when their articles are slated for publication in a specific issue of the magazine.

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