

# 2015 – 2016 Cleveland Metropolitan Bar Journal Submission Guidelines

*Please read ALL of the following directions before you begin writing your article.*

## MEMBERSHIP

- All authors and co-authors must be members of the Cleveland Metropolitan Bar Association.

## WORD LENGTH

- Articles should **not exceed 1,600 words**.
- The recommended length for articles is 1,200–1,600 words.
- Articles exceeding these guidelines will need to be edited and resubmitted.

## DEADLINE

- Articles are due on the 1<sup>st</sup> of the month prior to publication (deadlines will be adjusted if the 1<sup>st</sup> falls on the weekend).

## SUBMISSION

- E-mail your article as a Word Document to Jackie Baraona at [jbaraona@clemetrobar.org](mailto:jbaraona@clemetrobar.org).
- Please include your name, firm/company, phone number and e-mail address in the document.

## BIOGRAPHICAL INFORMATION AND HEADSHOT PHOTO

- Include 3-5 sentences of biographical information.
- Please include a headshot photo to include with your biographical information. See next section for image submission details.

## ADDITIONAL PHOTOS OR GRAPHICS

- Any photos or illustrative graphics relating to the article are welcome. Please send suggestions for stock art that would work well with your article. These will most likely be used if the word count is low.
- Please provide high-resolution versions. Most image file formats are acceptable.
- Please attach all images separately to the e-mail. **DO NOT** submit them embedded in your Word Document.

## VISUAL INFORMATION

- We **DO NOT** accept informational graphs, tables, or charts within an article without prior approval of the Journal staff.

## FOOTNOTES

- We **DO NOT** accept footnotes, endnotes or bibliographies within an article without prior approval of the Journal staff.
- If permission to include footnotes is granted, the notes must be factored into the total word count of the article.

## PULL QUOTES

- Please flag 2-3 sentences from your article that you would prefer to be used as a pull quote, and include them separately at the end of the document or in an e-mail.

## PENDING INFORMATION

- If your article contains information about a pending case in which you or someone else is involved, please advise the Cleveland Metropolitan Bar Journal staff before you begin writing your article.
- In addition, please include this information in your biographical information.

## SEND FINAL VERSIONS!

- **DO NOT** send a draft version.
- You will not be able to make any changes after submission.
- You will most likely receive a PDF Proof of your article prior to print. You will be asked to review it for any formatting errors that might have occurred on the CMBA's end. You will not be permitted to make any changes to the content of your article.

## EDITING

- We generally edit only for mechanics and style, but reserve the right to edit for space and other considerations without prior notification to the author.

## REPRINTS

- If you are interested in publishing your article in another publication in the future, please contact the CMBA for permission. In most cases, this request will be accepted if credit to the CMBA is included.
- If you would like a PDF or copies of your article in its final designed layout, you may purchase them.

**If you have questions or permissions requests, please call Jackie Baraona at (216) 696-3525 ext. 4012.**