

2015 – 2016
Cleveland Metropolitan Bar Journal
Column Submission Guidelines

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

MEMBERSHIP

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

WORD LENGTH

- Columns should **not exceed 800 words**.
- The recommended length for columns is 700 words. If a photo/graphic is included, a recommended length is 500 words.
- Columns exceeding these guidelines will need to be edited and resubmitted.

DEADLINE

- Columns are due on the 1st of the month prior to publication (deadlines will be adjusted if the 1st falls on the weekend).

FOOTNOTES

- We **DO NOT** accept footnotes, endnotes or bibliographies within a column 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 column.

SUBMISSION

- E-mail your column as a Word Document to Jackie Baraona at 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 column may be used if the word count is low. Columns are generally one page. Therefore, if a photo or graphic causes the column to exceed one page, it will most likely not be used.
- Please provide high-resolution versions. Most image file formats are acceptable.
- Please attach them 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 a column without prior approval of the Journal staff.

PENDING INFORMATION

- If your column contains information about a pending case in which you or someone else is involved, please advise the Cleveland Metropolitan Bar Journal staff immediately before you begin writing your column.
- 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 to content after submission.
- E-mail your electronic copy to Jackie Baraona at jbaraona@clemetrobar.org.

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. Contact the CMBJ Staff for more information.

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